

# The Project Management System

---

Ministry of Earth Sciences

---

## Contents

The Project Monitoring System – Ministry of Earth Sciences.....	3
User Manual for Project Investigators .....	3
Using PMS Application .....	3
To login to the PMS application.....	3
To login to the PMS application.....	3
To view/edit/delete proposals .....	4
To view notifications.....	4
To search for a proposal .....	4
Submitting a new proposal .....	4
To submit a new proposal for R& D.....	5
To submit a new proposal for Outreach.....	19
Managing proposals due for submission .....	28
To edit a proposal due for submission .....	29
To delete a proposal due for submission .....	29
Managing Utilization Certificates.....	29
Downloading documents .....	30
To download a document .....	30
Viewing Notifications .....	31
To search for a notification.....	31

## The Project Monitoring System – Ministry of Earth Sciences

### User Manual for Project Investigators

The Project Monitoring System (PMS) of the Ministry of Earth Sciences (MoES) is a simple software application that helps Project Investigators (PI) to manage project proposals. It helps them:

- To view and manage ongoing/completed/rejected/outreach proposals
- To submit new proposals for R& D and Outreach
- To edit/delete the proposals that are due for submission
- To search/access utilization certificates
- To download documents
- To search/view notifications
- To manage own user profile

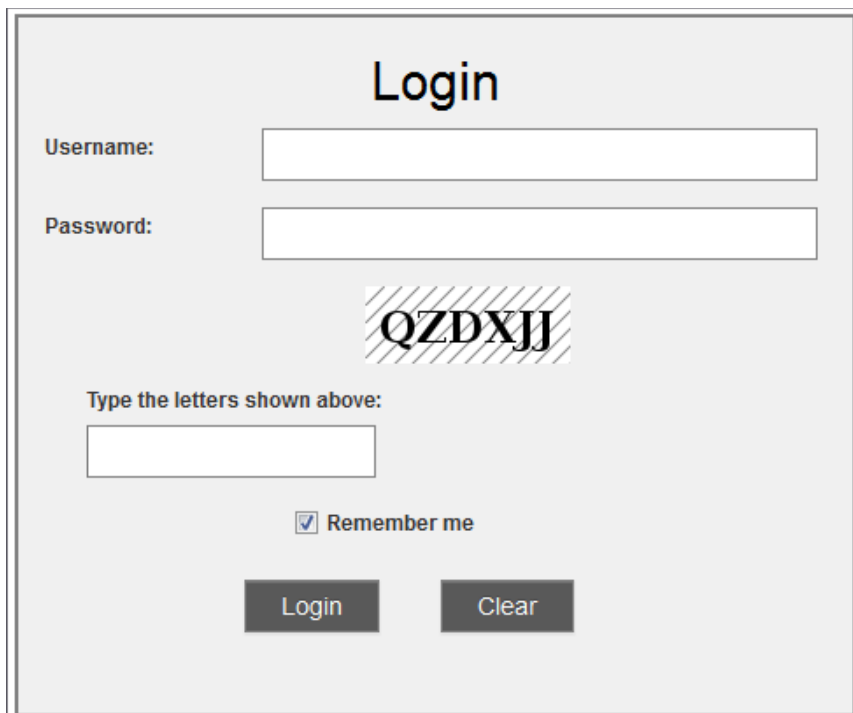
### Using PMS Application

#### To login to the PMS application

Project Investigators can login to the PMS application with their Username and Password.

#### To login to the PMS application

1. Go to the MoES website.
2. In the login page, enter **Username**, **Password**, and **Capatcha** code; click **Login**. The Project Investigator Home page of the PMS application appears.



The screenshot shows a login interface with a light gray background. At the top center is the title "Login" in a large, bold, black font. Below the title are two input fields: "Username:" followed by a white rectangular box, and "Password:" followed by another white rectangular box. Below these fields is a CAPTCHA image showing the letters "QZDXJJ" in a bold, black, serif font, with a diagonal hatched pattern behind them. Under the CAPTCHA is the text "Type the letters shown above:" followed by a small white rectangular input box. Below this is a checkbox with a blue checkmark and the text "Remember me". At the bottom are two dark gray buttons: "Login" on the left and "Clear" on the right.

## To view/edit/delete proposals

The screenshot displays the 'Ministry of Earth Sciences Project Tracking System' interface. At the top, a dark navigation bar contains links: HOME, EDIT PROFILE, CHANGE PASSWORD, and LOGOUT. Below this, a header banner features the text 'Ministry of Earth Sciences Project Tracking System' over a background image of Earth. A secondary navigation bar lists: HOME, SUBMIT NEW PROPOSAL, PROPOSAL DUE FOR SUBMISSION, UTILIZATION CERTIFICATE, DOWNLOADS, and NOTIFICATIONS. The main content area is titled 'PROGRAM INVESTIGATOR HOME'. It includes a search section with 'Search' and 'Advance Search' tabs, a 'File No.' input field, and 'Search' and 'Clear Text' buttons. To the right is a 'NOTIFICATION' section. The central part of the page shows a list of proposal categories: NEW PROPOSALS (0), ONGOING PROJECTS (0), COMPLETED PROJECTS (0), REJECTED PROJECTS (0), and OUTREACH PROPOSALS (0). Each category has a plus sign (+) to expand the list. Below the categories is a table with columns: S.No., Project Title, Ref. No., Institute, State, Status, and Action. On the right side, there is a calendar widget for November 2016, showing dates from 1 to 30. The footer states: 'This website is designed & developed by National Informatics Center and content maintained by Ministry of Earth Sciences, Government of India. © 2015. All Rights Reserved.'

The Project Investigator Home page displays all new /outreach proposals and ongoing/completed/rejected projects. To expand the list and view them:

1. Click the **Plus (+)** sign in the relevant section. The list expands to display the proposal/project.
2. Click the **Edit/Delete** button against the proposal to edit/delete the proposal.
3. To edit the proposal, make necessary changes and save. For more details, refer to **'To submit a proposal section'**.

## To view notifications

The Project Investigator Home page displays all recent notifications on the right, under **NOTIFICATION**. Click the required notification. The notification opens up.

## To search for a proposal

You can search for a proposal or project by its File No. To search:

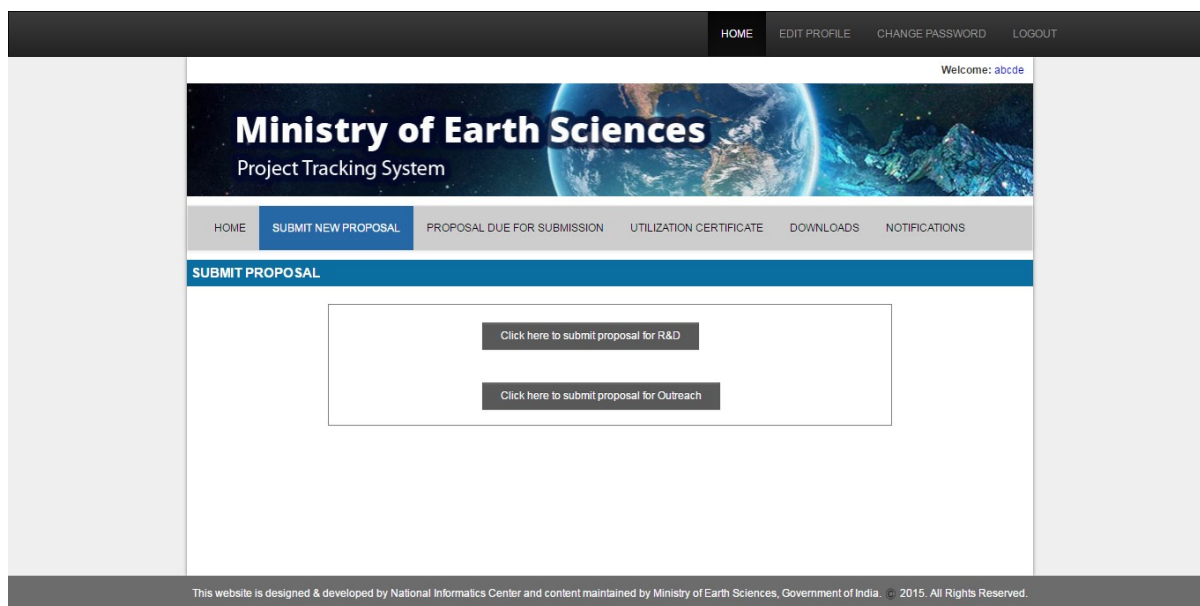
- Enter the File No. in the search box and click **Search**.

Note: You can go to the **Advanced Search** tab for advanced search options.

## Submitting a new proposal

The **Submit New Proposal** tab of the application helps you submit a new proposal for R&D or Outreach.





### To submit a new proposal for R& D

1. To submit a new proposal for R&D, click **Click here to submit proposal for R&D**. The project submission form appears. You have to fill information in pages: Generation Information, Co PI & Collaborating PI, Salient Features, Project Synopsis, Project Description, Budget Details, Existing Facilities, Curriculum Vitae, Other Research Projects With Investigators, Other Info, Suggested Reviewer, Declaration Certification, Project Preview, and Comments.
2. In the **General Information** page, the personal details of the Project Investigator automatically appear under **PI Personal Details**.
  - Enter the **Project Title**, and select **Area of Specialization**.
  - Under **Other Project Details**, select the **Project Duration** (Year & Month), and enter Project Acronym.

Save the details, and click **Next**.

HOME
EDIT PROFILE
CHANGE PASSWORD
LOGOUT

Welcome: abcde

Ministry of Earth Sciences  
Project Tracking System

HOME
SUBMIT NEW PROPOSAL
PROPOSAL DUE FOR SUBMISSION
UTILIZATION CERTIFICATE
DOWNLOADS
NOTIFICATIONS

General Information
Co PI & Collaborating PI
Salient Features
Project Synopsis
Project Description
Budget Details
Existing Facilities
Curriculum Vitae
Other Research Projects With Investigators
Other Info
Suggest Reviewer
Declaration Certification
Project Preview
Comments

GENERAL INFORMATION

Project Title\*
Enter Project Title

Area Of Specialization\*
-Select AOS-

PI Personal Details

Name	MR abc abc 2112	Date of Birth (ddmm/yyyy)	14/09/2016
Affiliation(s)		Address for correspondence	3232323232
Email	anujkumar@wisethink.in	Mobile No./ Telephone/Fax No.	3232323232 / 2323232323 / 2323232323
Specialization		Principal Implementing Institution	Arpan Seva Sansthan Charitable Trust, Noida, UP

Other Project Details

Project Duration (Year)\*
-Choose duration In Years-
(Month)\*
-Choose duration In Months-

Project Acronym

Save
Clear
Next

This website is designed & developed by National Informatics Center and content maintained by Ministry of Earth Sciences, Government of India. © 2015. All Rights Reserved.

3. The **Co PI & Collaborating PI** page appears. To add a Co-PI, choose **Yes**.
  - To upload a certificate, click **Choose file**, browse for the certificate, and click **Upload**.  
Note: To view the previously uploaded certificate, click **Click here to view previous uploaded**.
  - In the Collaborating Institute section, to add a collaborating institution, choose **Yes**; select the institute, and select name.  
Note: If the collaborating institute is not listed, click **Send Request to contact the administrators**.

To add a new Co-PI, click the **Add New Collaborating PI button**, and enter details as above. Click **Next**.

HOME
EDIT PROFILE
CHANGE PASSWORD
LOGOUT

Welcome: abcde

Ministry of Earth Sciences
Project Tracking System

HOME
SUBMIT NEW PROPOSAL
PROPOSAL DUE FOR SUBMISSION
UTILIZATION CERTIFICATE
DOWNLOADS
NOTIFICATIONS

ABC

General Information
Co PI & Collaborating PI
Salient Features
Project Synopsis
Project Description
Budget Details
Existing Facilities
Curriculum Vitae
Other Research Projects With Investigators
Other Info
Suggest Reviewer
Declaration Certification
Project Preview
Comments

CO-PI & COLLABORATING INVESTIGATOR

CO PI

Add Co-PI \*:
☐ Yes
☒ No

Upload Certificate (?)

[Click here to view previous uploaded.](#)

Collaborating Institute

Collaborating Institute: (?)
☒ Yes
☐ No

Select Institute:

Note: If Institute list is not listed then contact administration [Send request]

Name\*:

This website is designed & developed by National Informatics Center and content maintained by Ministry of Earth Sciences, Government of India. © 2015. All Rights Reserved.

- In the **Salient Features** page, enter the details in—Intellectual merit, Data Collection and Analysis, and Broader Impacts (Training and support of scientists, Fostering of new interdisciplinary collaboration between scientists, Development or Calibration or lab facilities, Dissemination of results by students and collaboration at professional meetings and in peer-reviewed journals, Activities that reach out to the society or general public such as exhibitions, school-education etc., Technical expertise of PI and Cp-PI to execute the Proposed Project supported by Publications in the cited journals Impact Factor, and Sharing of data and knowledge to the scientific communities of India). Save and click **Next**.

# Ministry of Earth Sciences

## Project Tracking System

HOME SUBMIT NEW PROPOSAL PROPOSAL DUE FOR SUBMISSION UTILIZATION CERTIFICATE DOWNLOADS NOTIFICATIONS

ABC

## General Information

## Co PI &amp; Collaborating PI

## Salient Features

## Project Synopsis

## Project Description

## Budget Details

## Existing Facilities

## Curriculum Vitae

Other Research Projects  
With Investigators

## Other Info

## Suggest Reviewer

## Declaration Certification

## Project Preview

## Comments

## SALIENT FEATURE (?)

Characters Used 0 / 4000

## 6.1. Intellectual merit

Type something

0

## 6.2. Data Collection and Analysis

Type something

0

## 6.3. Broader Impacts

## a). Training and support of scientists

Type something

0

## b). Fostering of new interdisciplinary collaborations between scientists

Type something

0

## c). Development or Calibration or lab facilities

Type something

0

## d). Dissemination of results by students and collaborations at professional meetings and in peer-reviewed journals

Type something

0

## e). Activities that reach out to the society or general public such as exhibitions, school-education etc

Type something

0

f). Technical expertise of PI and Co-PI to execute the Proposed Project supported by Publications in the cited Journals  
Impact Factor

Type something

0

## g). Sharing of data and knowledge to the scientific communities of India

Type something

0

Previous

Save

Clear

Next

5. In **Project Synopsis** page, click **Choose file** button, browse for the project synopsis. **Save** and click **Next**.

**Note:** When you upload a new project synopsis, the old one will be discarded automatically.

The screenshot displays the 'Ministry of Earth Sciences Project Tracking System' web application. The top navigation bar includes links for HOME, EDIT PROFILE, CHANGE PASSWORD, and LOGOUT. A secondary navigation bar lists: HOME, SUBMIT NEW PROPOSAL, PROPOSAL DUE FOR SUBMISSION, UTILIZATION CERTIFICATE, DOWNLOADS, and NOTIFICATIONS. The main content area is titled 'PROJECT SYNOPSIS (?)' and features a sidebar with a list of menu items: General Information, Co PI & Collaborating PI, Salient Features, Project Synopsis (highlighted), Project Description, Budget Details, Existing Facilities, Curriculum Vitae, Other Research Projects With Investigators, Other Info, Suggest Reviewer, Declaration Certification, Project Preview, and Comments. The central form area is labeled 'Upload synopsis' and contains a 'Choose file' button, a text field showing 'No file chosen', and a link to 'upload new to discard previous one... fundreleased.pdf click here to see file'. At the bottom of the form are four buttons: Previous, Save, Clear, and Next. The footer states: 'This website is designed & developed by National Informatics Center and content maintained by Ministry of Earth Sciences, Government of India. © 2015. All Rights Reserved.'

6. In the Project Description page:
- Enter the details in—Objectives, State of knowledge, Importance of proposed project, Justification for support, Patent details if anticipated, Methodology, Work schedule and detailed plan of implementation, Utilization of research results, and References
  - To upload documents, click **Choose file** and browse for the document.

Save and click **Next**.

# Ministry of Earth Sciences

## Project Tracking System

HOME SUBMIT NEW PROPOSAL PROPOSAL DUE FOR SUBMISSION UTILIZATION CERTIFICATE DOWNLOADS NOTIFICATIONS

ABC

## General Information

Co PI &amp; Collaborating PI

Salient Features

Project Synopsis

Project Description

Budget Details

Existing Facilities

Curriculum Vitae

Other Research Projects  
With Investigators

Other Info

Suggest Reviewer

Declaration Certification

Project Preview

Comments

## PROJECT DESCRIPTION (?)

Characters Used 0 / 20000

## 7.1. Objectives

Type something

0

## 7.2. State of knowledge

Type something

0

## 7.3. Importance of proposed project

Type something

0

## 7.4. Justification for support

Type something

0

## 7.5. Patent details if anticipated

Type something

0

## 7.6. Methodology

Type something

0

## 7.7. Work schedule and detailed plan of implementation

Type something

0

## 7.8. Utilisation of research results

Type something

0

## 7.9. References

Type something

0

## 7.10. Upload documents (if any)

 No file chosen

Previous

Save

Clear

Next

7. The **Budget Details** page has seven tabs-**Manpower, Consumables, Other Project Costs, Permanent Equipment, Budget Preview, and Fund Transfer**. Furnish the details under:

- **Manpower tab** - Provide the manpower details (Year, Type of Manpower, No. of Manpower, Monthly Emoluments, HRA, and Justification); choose Recurring/Non-recurring; click **Add**. The details get added in the list. To add the details again, enter the details and click **Add**. Finally, click **Next**.

The screenshot displays the 'Ministry of Earth Sciences Project Tracking System' interface. The top navigation bar includes links for HOME, EDIT PROFILE, CHANGE PASSWORD, and LOGOUT. The main header features a banner with the system name and a user welcome message 'Welcome: abcde'. Below this, a secondary navigation bar lists various system functions. The central 'BUDGET DETAILS' section has tabs for Manpower, Consumables, Travel, Other Project Costs, Permanent Equipment, Budget Preview, and Fund Transfer. The 'Manpower' tab is selected, showing a form titled 'Budget For Research Manpower' with fields for Year, Type of Manpower, No. of Manpower, Monthly Emoluments, HRA, and Justification. There are radio buttons for Recurring and Non-Recurring entries, and 'Add' and 'Clear' buttons. Below the form is a table with columns: Year, Resource, No. Of Manpower, Monthly Emoluments, HRA, Justification, Total, and Action. The table is currently empty. At the bottom, there are 'Previous' and 'Next' buttons and a 'Grand Total' label.

- **Consumables tab** - Provide the consumable details (Year, Resource, Specifications, Quantity, Unit cost, and Justification); choose Recurring/Non-recurring; click **Add**. The details get added in the list. To add the details again, enter the details and click **Add**. Click **Next**.

[HOME](#)
[EDIT PROFILE](#)
[CHANGE PASSWORD](#)
[LOGOUT](#)

Welcome: abcde

# Ministry of Earth Sciences

## Project Tracking System

[HOME](#)
[SUBMIT NEW PROPOSAL](#)
[PROPOSAL DUE FOR SUBMISSION](#)
[UTILIZATION CERTIFICATE](#)
[DOWNLOADS](#)
[NOTIFICATIONS](#)

ABC

General Information

Co PI & Collaborating PI

Salient Features

Project Synopsis

Project Description

Budget Details

Existing Facilities

Curriculum Vitae

Other Research Projects With Investigators

Other Info

Suggest Reviewer

Declaration Certification

Project Preview

Comments

BUDGET DETAILS

Manpower

Consumables

Travel

Other Project Costs

Permanent Equipment

Budget Preview

Fund Transfer

Budget For Consumables (?)

Year\*: 

Select

Resource\*:

Specifications:

Quantity:

Unit cost:

Justification:

☐ Recurring

☒ Non-Recurring

Add

Clear

Year	Details	Specifications	Qty	Unit Cost	Justification	Total	Action

Grand Total:

Previous

Next

This website is designed & developed by National Informatics Center and content maintained by Ministry of Earth Sciences, Government of India. © 2015. All Rights Reserved.

- Travel tab** – Provide the travel budget details (Year, Amount, and Justification); choose Recurring/Non-recurring; click **Add**. The details get added in the list. To add the details again, enter the details and click **Add**. Click **Next**.

HOME

EDIT PROFILE

CHANGE PASSWORD

LOGOUT

Welcome: abcde

# Ministry of Earth Sciences

## Project Tracking System

[HOME](#)
[SUBMIT NEW PROPOSAL](#)
[PROPOSAL DUE FOR SUBMISSION](#)
[UTILIZATION CERTIFICATE](#)
[DOWNLOADS](#)
[NOTIFICATIONS](#)

ABC

General Information

Co PI & Collaborating PI

Salient Features

Project Synopsis

Project Description

Budget Details

Existing Facilities

Curriculum Vitae

Other Research Projects With Investigators

Other Info

Suggest Reviewer

Declaration Certification

Project Preview

Comments

BUDGET DETAILS

Manpower

Consumables

Travel

Other Project Costs

Permanent Equipment

Budget Preview

Fund Transfer

Budget For Travel (?)

Year\*: 

Select

Amount\*:

Justification:

☐ Recurring

☒ Non-Recurring

Add

Clear

Year	Amount	Justification	Total	Action

Grand Total:

Previous

Next

This website is designed & developed by National Informatics Center and content maintained by Ministry of Earth Sciences, Government of India. © 2015. All Rights Reserved.

- Other Project Costs tab** – Provide the other project cost details (Year, Description, Amount and Justification); choose Recurring/Non-recurring; click **Add**. The details get added in the list. To add the details again, enter the details and click **Add**. Click **Next**.



HOMEEDIT PROFILECHANGE PASSWORDLOGOUT

Welcome: abcde

Ministry of Earth Sciences

Project Tracking System

HOME SUBMIT NEW PROPOSAL PROPOSAL DUE FOR SUBMISSION UTILIZATION CERTIFICATE DOWNLOADS NOTIFICATIONS

ABC

General Information

Co PI & Collaborating PI

Salient Features

Project Synopsis

Project Description

Budget Details

Existing Facilities

Curriculum Vitae

Other Research Projects With Investigators

Other Info

Suggest Reviewer

Declaration Certification

Project Preview

Comments

BUDGET DETAILS

ManpowerConsumablesTravelOther Project CostsPermanent EquipmentBudget PreviewFund Transfer

Budget For Other Project Costs. (if any) (?)

Year\*:

Select

Description\*:

Amount\*:

Justification\*:

Recurring

Non-Recurring

AddClear

Year	Description	Amount	Justification	Total	Action

Grand Total:

PreviousNext

This website is designed & developed by National Informatics Center and content maintained by Ministry of Earth Sciences, Government of India. © 2015. All Rights Reserved.

- Permanent Equipment tab** – Provide the permanent equipment details (Year, Equipment/Accessories, Specifications, Equipment Maintenance, Quantity, Unit Cost, Statement on the capabilities of the PI in using these, Details for such equipment in the country and the need for additional facility, and Justification); choose Recurring/Non-recurring; click **Add**. The details get added in the list. To add the details again, enter the details and click **Add**. Click **Next**.

HOMEEDIT PROFILECHANGE PASSWORDLOGOUT

Welcome: abcde

Ministry of Earth Sciences

Project Tracking System

HOME SUBMIT NEW PROPOSAL PROPOSAL DUE FOR SUBMISSION UTILIZATION CERTIFICATE DOWNLOADS NOTIFICATIONS

ABC

General Information

Co PI & Collaborating PI

Salient Features

Project Synopsis

Project Description

Budget Details

Existing Facilities

Curriculum Vitae

Other Research Projects With Investigators

Other Info

Suggest Reviewer

Declaration Certification

Project Preview

Comments

BUDGET DETAILS

ManpowerConsumablesTravelOther Project CostsPermanent EquipmentBudget PreviewFund Transfer

Budget For Permanent Equipment (?)

Year\*:

Select

Equipment / Accessories\*:

Specifications\*:

Equipment Maintenance\*: (?)

Quantity\*:

Unit Cost\*:

Statement on the capabilities of the PI in using these:

Details for such equipment in the country and the need for additional facility:

Justification\*:

Recurring

Non-Recurring

AddClear

Year	Equipment / Accessories	Specifications country and the need for additional facility	Statement on the capabilities of the PI in using these	Unit Cost	Qty.	Justification	Total Cost	Action

Grand Total:

PreviousNext

This website is designed & developed by National Informatics Center and content maintained by Ministry of Earth Sciences, Government of India. © 2015. All Rights Reserved.

- **Budget Preview tab** – Review the budget details and go back to the relevant tab if changes are to be made; click **Next**.

The screenshot shows the 'Ministry of Earth Sciences Project Tracking System' interface. The user is logged in as 'abcde'. The 'BUDGET DETAILS' section is active, showing a table with columns for BudgetType, Recurring Type, Year 1, Year 2, Year 3, and Total. The table includes rows for Total Recurring Cost, Total Non-Recurring Cost, Total, Add 10% Institute Overhead Charges, and Grand Total. Navigation buttons 'Previous' and 'Next' are visible at the bottom of the table.

BudgetType	Recurring Type	Year 1	Year 2	Year 3	Total
Total Recurring Cost					
Total Non-Recurring Cost					
Total					
Add 10% Institute Overhead Charges					
Grand Total					

- **Fund Transfer tab** – Choose Parent Institute Fund Transfers for single/multi-institutional fund transfers; click **Next**.

Finally, click **Next**.

The screenshot shows the 'Ministry of Earth Sciences Project Tracking System' interface. The user is logged in as 'abcde'. The 'FUND TRANSFER' section is active, showing a form with a dropdown menu for 'Select if Single or Multi-Institutional Fund Transfers'. The dropdown is currently set to 'Parent Institute Fund Transfers'.

8. In the **Existing Facilities** page, provide the details for:

- Equipment within the research group of PI/Co-PIs
- Equipment in the Department/University/Institute

- Equipment in other Departments or Centres of the institution in the region including Regional Sophisticated Instrumentation Centres

Save and click **Next**.

The screenshot shows the 'Ministry of Earth Sciences Project Tracking System' interface. The user is logged in as 'abcde'. The navigation bar includes 'HOME', 'EDIT PROFILE', 'CHANGE PASSWORD', and 'LOGOUT'. The main navigation menu has 'HOME', 'SUBMIT NEW PROPOSAL', 'PROPOSAL DUE FOR SUBMISSION', 'UTILIZATION CERTIFICATE' (selected), 'DOWNLOADS', and 'NOTIFICATIONS'. The user's name 'ABC' is displayed. The left sidebar contains a list of menu items: General Information, Co PI & Collaborating PI, Salient Features, Project Synopsis, Project Description, Budget Details, Existing Facilities (selected), Curriculum Vitae, Other Research Projects With Investigators, Other Info, Suggest Reviewer, Declaration Certification, Project Preview, and Comments. The main content area is titled 'EXISTING FACILITIES (?)' with a character count 'Characters Used 0 / 2000'. It contains three sections for text input: '1. Equipment within the research group of PI/Co-PIs\*', '2. Equipment in the Department/University/Institute\*', and '3. Equipment in other Departments or Centers of the institution in the region including Regional Sophisticated instrumentation centers\*'. Each section has a text area and a character count. At the bottom, there are buttons for 'Previous', 'Save', 'Clear', and 'Next'.

9. In the **Curriculum Vitae** page, click **Choose File**, browse for CV, and click **Save**. Click **Next**.

The screenshot shows the 'Ministry of Earth Sciences Project Tracking System' interface. The user is logged in as 'abcde'. The navigation bar includes 'HOME', 'EDIT PROFILE', 'CHANGE PASSWORD', and 'LOGOUT'. The main navigation menu has 'HOME', 'SUBMIT NEW PROPOSAL', 'PROPOSAL DUE FOR SUBMISSION', 'UTILIZATION CERTIFICATE' (selected), 'DOWNLOADS', and 'NOTIFICATIONS'. The user's name 'ABC' is displayed. The left sidebar contains a list of menu items: General Information, Co PI & Collaborating PI, Salient Features, Project Synopsis, Project Description, Budget Details, Existing Facilities, Curriculum Vitae (selected), Other Research Projects With Investigators, Other Info, Suggest Reviewer, Declaration Certification, Project Preview, and Comments. The main content area is titled 'CURRICULUM VITAE (?)'. It contains a table with columns: S.No., Name, Designation, Institute Name, Upload CV, and Action. The table has one row with data: S.No. 1, Name abc, Designation PI, Institute Name Arpan Seva Sansthan Charitable Trust, Noida, UP. The 'Upload CV' column has a 'Choose file' button, a text input field with 'No file chosen', and a '(PDF Only)' label. The 'Action' column has a 'SAVE' button. Below the table, there are buttons for 'Previous' and 'Next'.

10. In the **Other Research Projects with Investigators** page, provide the details of other projects —Name, Summary Of Results, Role, Project Title, Funding Agency, Status, Project funding Amount, Date of Completion, Institute, Project reference number; click **Add**. The project information gets added in the list below. Click **Next**.

HOMEEDIT PROFILECHANGE PASSWORDLOGOUT

Welcome: abcde

Ministry of Earth Sciences

Project Tracking System

HOME SUBMIT NEW PROPOSAL PROPOSAL DUE FOR SUBMISSION UTILIZATION CERTIFICATE DOWNLOADS NOTIFICATIONS

ABC

General Information

Co PI & Collaborating PI

Salient Features

Project Synopsis

Project Description

Budget Details

Existing Facilities

Curriculum Vitae

Other Research Projects With Investigators

Other Info

Suggest Reviewer

Declaration Certification

Project Preview

Comments

OTHER RESEARCH PROJECTS WITH INVESTIGATORS (?)

Request Information

Name\* :

Select User

Summary Of Results

Role\* :

Select Role

Project Title\* (?) :

Funding Agency\* (?) :

Status\* :

Select Status

Project funding Amount\* :

Date of Completion\* :

Institute\* :

-Select Institute-

Project reference number :

Add

Clear

Research Projects For abc 2112 (PI)

S. No	Role	Institute	Project Title	Funding Agency	Project Funding Amount	Date of Completion	Summary	Status	Project Reference Number	Publications

Previous

Next

This website is designed & developed by National Informatics Center and content maintained by Ministry of Earth Sciences, Government of India. © 2015. All Rights Reserved.

11. In the Other Info page, provide any other information about the project; click **Save**. Click **Next**.

HOMEEDIT PROFILECHANGE PASSWORDLOGOUT

Welcome: abcde

Ministry of Earth Sciences

Project Tracking System

HOME SUBMIT NEW PROPOSAL PROPOSAL DUE FOR SUBMISSION UTILIZATION CERTIFICATE DOWNLOADS NOTIFICATIONS

ABC

General Information

Co PI & Collaborating PI

Salient Features

Project Synopsis

Project Description

Budget Details

Existing Facilities

Curriculum Vitae

Other Research Projects With Investigators

Other Info

Suggest Reviewer

Declaration Certification

Project Preview

Comments

ANY OTHER INFORMATION (?) Characters Used 0 / 1000

Enter Any other information about the project

Type something

0

Previous Save Clear Next

This website is designed & developed by National Informatics Center and content maintained by Ministry of Earth Sciences, Government of India. © 2015. All Rights Reserved.

12. In the **Suggest Reviewer** page, provide details of reviewer—Title, First Name, Middle Name, Last Name, Mobile No., Email, Institute, Address, and Affiliation; click **Save**. Click **Next**.

HOMEEDIT PROFILECHANGE PASSWORDLOGOUT

Welcome: abcde

Ministry of Earth Sciences

Project Tracking System

HOME SUBMIT NEW PROPOSAL PROPOSAL DUE FOR SUBMISSION UTILIZATION CERTIFICATE DOWNLOADS NOTIFICATIONS

ABC

General Information

Co PI & Collaborating PI

Salient Features

Project Synopsis

Project Description

Budget Details

Existing Facilities

Curriculum Vitae

Other Research Projects With Investigators

Other Info

Suggest Reviewer

Declaration Certification

Project Preview

Comments

SUGGEST REVIEWER

Reviewer

Title\*: -Choose Title-

First Name\*:

Middle Name:

Last Name\*:

Mobile No\*:

Email\*:

Institute\* :

Address:

Affiliation :

Save Clear

Name	Mobile No	Email	Institute	Address	Affiliation	Action

Previous Next

This website is designed & developed by National Informatics Center and content maintained by Ministry of Earth Sciences, Government of India. © 2015. All Rights Reserved.

13. In the **Declaration Certification** page, upload the documents—Endorsement from Head of Institution, Declaration Certificate from Institution, and Undertaking from Investigators. To upload, click **Choose file** against each document, browse the document, and click **Submit**. Finally, click **Next**.

The screenshot shows the 'Declaration Certification' page of the Ministry of Earth Sciences Project Tracking System. The page has a dark header with navigation links: HOME, EDIT PROFILE, CHANGE PASSWORD, and LOGOUT. A welcome message 'Welcome: abcde' is displayed. The main header features the system's name and a background image of Earth. Below this is a secondary navigation bar with links: HOME, SUBMIT NEW PROPOSAL, PROPOSAL DUE FOR SUBMISSION, UTILIZATION CERTIFICATE, DOWNLOADS, and NOTIFICATIONS. The user's name 'ABC' is shown above the main content area. On the left, a sidebar menu lists various sections, with 'Declaration Certification' highlighted. The main content area is titled 'DECLARATION CERTIFICATION' and contains a message: 'Following documents needs to be uploaded by the Project Investigator. They can be downloaded from the links provided aganist each entry.' Below this message are three rows of document upload fields. Each row includes a document name, a 'Choose file' button, a 'No file chosen' status, a file type restriction '(Only PDF file is allowed)', and a 'Submit' button. The documents are: 1. Endorsement From Head Of Institution, 2. Declaration Certificate From Institution, and 3. Undertaking From Investigators. At the bottom of the form are 'Previous' and 'Next' buttons. The footer contains a disclaimer: 'This website is designed & developed by National Informatics Center and content maintained by Ministry of Earth Sciences, Government of India. © 2015. All Rights Reserved.'

14. To preview, click **Click here to see Project Preview**. Go through the details and make changes if necessary. Click **Submit**.

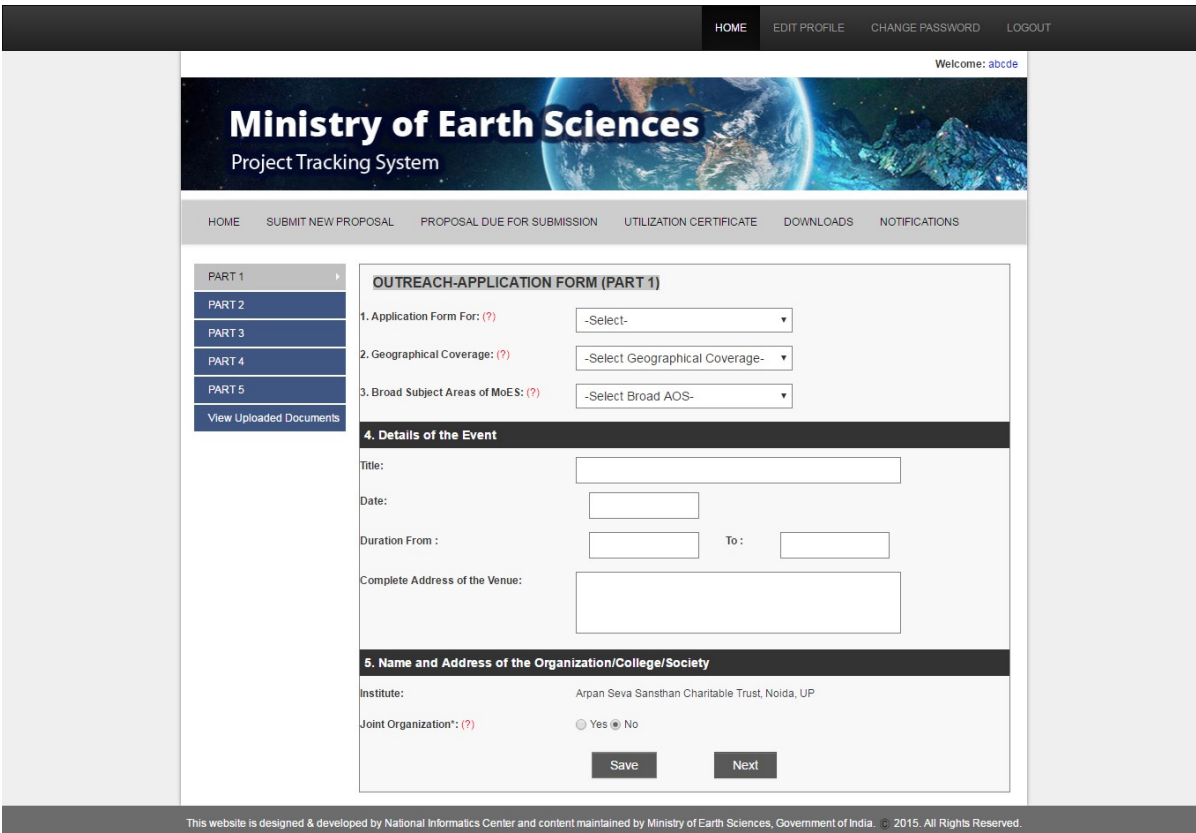
The screenshot shows the 'Project Preview' page of the Ministry of Earth Sciences Project Tracking System. The page layout is consistent with the previous screenshot, including the header, navigation bar, and sidebar. The main content area is titled 'PROJECT PREVIEW' and contains a link: 'Click here to see Project Preview'. Below this link are four buttons: 'Previous', 'Clear', 'Submit', and 'Print'. The footer contains the same disclaimer as the previous page: 'This website is designed & developed by National Informatics Center and content maintained by Ministry of Earth Sciences, Government of India. © 2015. All Rights Reserved.'

After the submission, the project gets added to the list ‘**New Proposal**’ (in the Home page of the application).

### To submit a new proposal for Outreach

1. To submit a new proposal for outreach, click **Click here to submit proposal for Outreach**.  
The project submission form appears. You have to provide information in pages: Part 1, Part 2, Part 3, Part 4, Part 5, and Part 6 (View Uploaded Documents).
2. In Part 1, provide the details –
  - Application Form For
  - Geographical Coverage
  - Broad Subject Areas of MoES
  - Details of the Event (Title, Date, Duration From & To, and the Complete Address of the Venue)
  - Name and Address of the Organization/College/Society (Institute, and Joint Organization or not).

Finally, save and click **Next**.



The screenshot displays the 'Ministry of Earth Sciences Project Tracking System' interface. At the top, a navigation bar includes links for HOME, EDIT PROFILE, CHANGE PASSWORD, and LOGOUT. Below this, a secondary navigation bar lists: HOME, SUBMIT NEW PROPOSAL, PROPOSAL DUE FOR SUBMISSION, UTILIZATION CERTIFICATE, DOWNLOADS, and NOTIFICATIONS. The main content area is titled 'OUTREACH-APPLICATION FORM (PART 1)'. On the left, a sidebar contains links for PART 1, PART 2, PART 3, PART 4, PART 5, and a 'View Uploaded Documents' link. The form itself is divided into sections: 1. Application Form For: (a dropdown menu with '-Select-' selected), 2. Geographical Coverage: (a dropdown menu with '-Select Geographical Coverage-' selected), 3. Broad Subject Areas of MoES: (a dropdown menu with '-Select Broad AOS-' selected), 4. Details of the Event (containing fields for Title, Date, Duration From, To, and Complete Address of the Venue), and 5. Name and Address of the Organization/College/Society (containing fields for Institute, Joint Organization, and a 'Save' button). The footer of the page states: 'This website is designed & developed by National Informatics Center and content maintained by Ministry of Earth Sciences, Government of India. © 2015. All Rights Reserved.'

3. In Part 2, provide the details –
  - Status of the Organization

- Name and Address of the Contact Person (Title, First Name, Middle Name, Last Name, Address, Email, Phone No., Mobile No. and Fax No.)
- Name and Address of the President/Patron of the Event (Title, First Name, Middle Name, Last Name, Address, Email, Phone No., Mobile No. and Fax No.)
- Name and Address of the chief of the organization to receive the financial grant (Title, First Name, Middle Name, Last Name, Address, Email, Phone No., Mobile No. and Fax No.)
- Name of the Authority who will be submitting the Utilization Certificates (Title, First Name, Middle Name, Last Name, Address, Email, Phone No., Mobile No. and Fax No.)

Finally, save and click **Next**.



HOME
EDIT PROFILE
CHANGE PASSWORD
LOGOUT

Welcome; abcde

Ministry of Earth Sciences  
Project Tracking System

HOME
SUBMIT NEW PROPOSAL
PROPOSAL DUE FOR SUBMISSION
UTILIZATION CERTIFICATE
DOWNLOADS
NOTIFICATIONS

AA

PART 1
PART 2
PART 3
PART 4
PART 5
View Uploaded Documents

### OUTREACH-APPLICATION FORM (PART 2)

7. Status of the Organization: (?)

#### 8. Name and Address of the Contact Person

Title :  First Name:

Middle Name:  Last Name:

Address:  Email:

Phone No (O) (R):  Mobile No:

Fax No:

#### 9. Name and Address of the President / Patron of the event

Title:  First Name:

Middle Name:  Last Name:

Address:  Email:

Phone No (O) (R):  Mobile No:

Fax No:

#### 10. Name and Address of the chief of the organization to receive the financial grant (which will be released only in favour of the institutions/recognized society, if approved)

Title:  First Name:

Middle Name:  Last Name:

Address:  Email:

Phone No (O) (R):  Mobile No:

Fax No:

#### 11. Name of the Authority who will be submitting the Utilization Certificates and total income from all the funding sources duly signed by the Chartered Accountant/Account Officers, Finance Officers of the Institute (For Government Organization)

Title:  First Name:

Middle Name:  Last Name:

Address:  Email:

Phone No (O) (R):  Mobile No:

Fax No:

Previous
Save
Next

This website is designed & developed by National Informatics Center and content maintained by Ministry of Earth Sciences, Government of India. © 2015. All Rights Reserved.

4. In Part 3, provide –

- Details of the previous grant received from the MoES (S.No., Sanction Order No., Sanction Order Amount, Title of Seminar, Status of Submission of Utilization Certificate, and Statement of Total Income & Expenditure)
- Broad details of the expenditure of the event (TA/DA for Young Indian Scientists, TA/DA for Senior Indian Scientists, Pre-conference

printing/announcements/abstracts, Publication of proceedings, Stationary, Secretarial Assistance, Miscellaneous Details & Amount, Local hospitality, and Grant Total)

- Brief statement on the objectives of the event (Review the state of the art of the event, Formulate the specific program and action plan, Bring out the proceedings/papers in any national/international journals or magazines, How the user communities will be benefited from the outcome of the event, and Others)

Finally save and click **Next**.

HOME
EDIT PROFILE
CHANGE PASSWORD
LOGOUT

Welcome: abcde

Ministry of Earth Sciences
Project Tracking System

HOME
SUBMIT NEW PROPOSAL
PROPOSAL DUE FOR SUBMISSION
UTILIZATION CERTIFICATE
DOWNLOADS
NOTIFICATIONS

AA

PART 1
PART 2
PART 3
PART 4
PART 5
View Uploaded Documents

OUTREACH-APPLICATION FORM (PART 3)

12. Details of the previous grant received from Ministry Of Earth Sciences (Earlier Department/Ministry Of Ocean Development) for Symposia etc

S.No.:

Sanction Order No.:

Sanction Order Date:

Sanction Order Amount:

Title of Seminar:

Status of Submission of Utilization Certificate & Statement Of Total Income & Expenditure:

S.No.	Sanction order no.	Sanction order date	Sanction order amount	Title of Seminar	Status of submission

13. Broad details of Estimated Expenditure for the event(in Rupees)

TA/DA for Young Scientists (Indian):

TA/DA for Senior Scientists (Indian):

Pre-conference printing (Announcements, abstracts, etc.):

Publication of Proceedings:

Stationary:

Secretarial Assistance:

Misc. (Details):

Misc. Amount:

Local Hospitality:

Grand Total:

14. Brief Statement of Objectives of the Event highlighting the Importance in National context(details on a separate paper should be attached)

A). Review the State of Art of the Event:

B). Formulate the specific program and action plan

C). Bring out the proceedings/papers etc in any National, International journals, magazines:

D). How the user communities will be benefited from the outcome of the event:

E). Others(Please Specify):

Previous

Save

Next

This website is designed & developed by National Informatics Center and content maintained by Ministry of Earth Sciences, Government of India. © 2015. All Rights Reserved.

5. In Part 4, provide the details –

- Enter the funding details by Ministry/Department /Organization of Central and State Government (Sr. No., Source, Amount Requested, Amount committed/received, and items for which grant is requested); click **Add**. The details get added in the list.  
Note: You can edit/delete the list by clicking the edit/delete icon against it.
- Enter the funding details by Government agencies (Sr. No., Source, Amount Requested, Amount committed/received, items for which grant is requested and other); click **Add**. The details get added in the list.

Note: You can edit/delete the list by clicking the edit/delete icon against it.

- Enter the funding details by Registration, By Advertisements, and Contribution by Society/Organization
- Provide the broad details of estimated expenditure for the event (Estimates of the proceedings, whether the proceedings be priced or not, number of pages & copies to be printed, estimated income from the sale of the proceedings, name of the publisher and their address, state, city, and pin code)
- Provide the details of financial assistance requested to MoES for the conference (specific items, amount, and total amount)
- Provide the details of the participants (No. of foreign young scientists, no. of foreign scientists, No. of Indian young scientists, no. of Indian scientists, TA/DA to Indian young scientists, and TA/DA to Indian scientists)
- To upload a list of invitees/participants, click Choose file, and browse for the file.

Finally, save and click **Next**.

# Ministry of Earth Sciences

## Project Tracking System

HOME SUBMIT NEW PROPOSAL PROPOSAL DUE FOR SUBMISSION UTILIZATION CERTIFICATE DOWNLOADS NOTIFICATIONS

AA

PART 1

PART 2

PART 3

PART 4

PART 5

View Uploaded Documents

### OUTREACH-APPLICATION FORM (PART 4)

#### 15. Details of funding sources

A) Ministry / Department/Organization etc of Central and State Government

Sr.No:

Source

Amount Requested

Amount committed  
or received

Items for which grant is requested

Add

Reset

Sr.No	Sources	Amount Requested	Amount committed or received	Items for which grant is requested	Action
-------	---------	------------------	------------------------------	------------------------------------	--------

B) Funding by governmental agencies

Sr.No:

Source.:

Amount

Requested:

Amount committed  
or received:

Items for which grant is requested:

Other:

Add

Reset

Sr.No	Sources	Amount Requested	Amount committed or received	Items for which grant is requested	Other	Action
-------	---------	------------------	------------------------------	------------------------------------	-------	--------

C) By Registration:

D) By Advertisements:

E) Contributions by Society/Organization(Rs.):

#### 16. Broad details of Estimated Expenditure for the event(In Rupees)

16. Estimates of the Proceedings:

A. Will the proceedings be priced:

☐ Yes ☒ No

B. Number of Pages &amp; copies to be printed:

D. Estimated Income from sale of proceedings (Rs):

E. Name of the Publisher and their address:

F. State:

Select State

G. City:

H. Pin Code:

#### 17. Details of Financial Assistance requested to MoES for this Conference

Sr.No	Specific Items	Amount
A):	<input type="text"/>	<input type="text"/>
B):	<input type="text"/>	<input type="text"/>
C):	<input type="text"/>	<input type="text"/>
D):	<input type="text"/>	<input type="text"/>
Total		0

#### 18. Details of the participants

A): No. of Foreign young Scientists:

B): No. of Foreign Scientists:

C): No. of Indian young Scientists:

D): No. of Indian Scientists:

E): TA / DA to Indian young Scientists:

F): TA / DA to Senior Scientists:

G): Please enclose the list of Invitees / Participants:

6. In Part 5, provide the details –

- Specify if the seminar is held annually or not (Yes/No)
- Provide the details of past events organized in India on the proposed topic (Title, Start date, End date, Venue, and Brief details)
- Specify if the seminar is held annually or not. Click **Choose** file to upload a brief statement on the seminar held on past three years (if held annually)
- Give details of resources for international travel and local hospitality (in case of International Conference only)
- Specify whether clearance of Ministry of External Affairs, Administrative Ministry, and Ministry of Home Affairs obtained for foreign participants (if invited only); Click **Choose file** to upload the copy of clearance.
- Give the names of Chairman of technical session and keynote speakers; Click **Choose file** to upload the details of technical program.
- Briefly explain the steps that are to be taken to implement the recommendations of the Seminar/Symposia/Conference; Click Choose file to upload the statement.
- **Verify the bank account details (for grant release).**

Finally, save and click **Next**.

HOME
EDIT PROFILE
CHANGE PASSWORD
LOGOUT

Welcome: abcde

Ministry of Earth Sciences  
Project Tracking System

HOME
SUBMIT NEW PROPOSAL
PROPOSAL DUE FOR SUBMISSION
UTILIZATION CERTIFICATE
DOWNLOADS
NOTIFICATIONS

AA

PART 1  
PART 2  
PART 3  
PART 4  
PART 5  
View Uploaded Documents

### OUTREACH-APPLICATION FORM (PART 5)

19. Is the Seminar held annually: ☐ Yes ☒ No

#### 20.Details of the Past events organized on the proposed topic in India indicate

Title:  Start Date:

End Date:  Venue:

Brief Details:

Is this Seminar held annually? If yes, please give a brief statement on the follow-up of the recommendations of the Seminar held in past 3 years (may attach separate sheet):

No file chosen

In case of International Conference, please give details of resources for International Travel and Local Hospitality:

If foreign participants are being invited, whether clearance of Ministry of External Affairs, Administrative Ministry and Ministry of Home Affairs for their participation obtained (copy to be attached):

No file chosen

Details of the Technical Programme for the event may attached, please give names of Chairman of technical session and keynote speakers.

No file chosen

Brief statements on the steps you plan to take to implement the recommendations of the Seminar/Symposia/Conference:

No file chosen

#### In event of Sanctioning of Grant an to facilitate the release the following information under Central Plan Scheme Monitoring Systems (Controller General of Accounts, Ministry of Finance) may please be furnished to facilitate electronic transfer

Name Of the Bank	HDFC BANK LTD
Agency Name	ARPAN SEVA SANSTHAN CHARITABLE TRUST
Account No.	12661450000078
IFSC Code	HDFC0001266
MICR Code	

Signature Of Applicant/Organizing

Signature Of Head of Secretary Institution of President of Society

Place

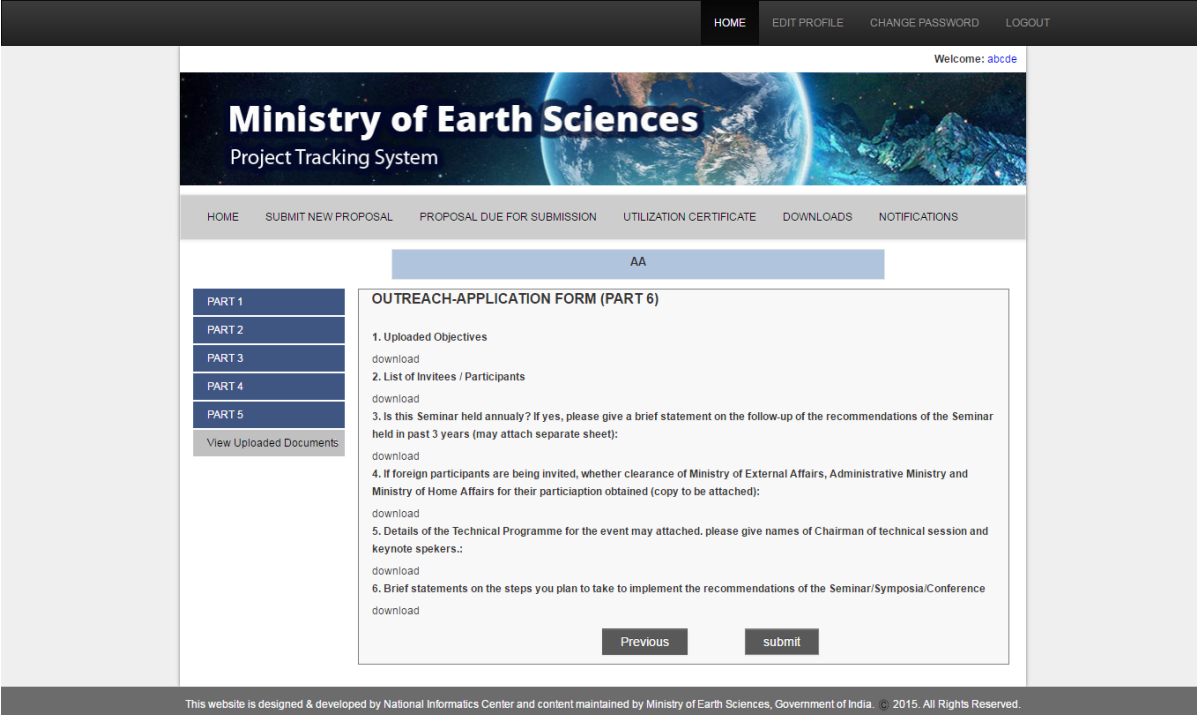
Date

This website is designed & developed by National Informatics Center and content maintained by Ministry of Earth Sciences, Government of India. © 2015. All Rights Reserved.

7. In Part 6 (View Uploaded Documents), view and verify the uploaded documents uploaded in previous five parts.
- Objectives
  - List of Invites/Participants
  - Follow-up of the recommendations of the seminar held in past three years ( only if held annually)
  - Clearance by various ministries

- Details of the technical program
- Statements on the implementation of the recommendations

Finally click **Submit**.



The screenshot displays the 'Ministry of Earth Sciences Project Tracking System' interface. At the top, a navigation bar includes links for HOME, EDIT PROFILE, CHANGE PASSWORD, and LOGOUT. A user is logged in as 'abcde'. The main header features a banner with the text 'Ministry of Earth Sciences Project Tracking System' and a background image of Earth from space. Below the header, a secondary navigation bar lists: HOME, SUBMIT NEW PROPOSAL, PROPOSAL DUE FOR SUBMISSION, UTILIZATION CERTIFICATE, DOWNLOADS, and NOTIFICATIONS. The main content area shows a sidebar with links for PART 1, PART 2, PART 3, PART 4, PART 5, and a 'View Uploaded Documents' button. The central panel is titled 'OUTREACH-APPLICATION FORM (PART 6)' and contains six numbered sections, each with a 'download' link:

1. Uploaded Objectives  
download
2. List of Invitees / Participants  
download
3. Is this Seminar held annually? If yes, please give a brief statement on the follow-up of the recommendations of the Seminar held in past 3 years (may attach separate sheet):  
download
4. If foreign participants are being invited, whether clearance of Ministry of External Affairs, Administrative Ministry and Ministry of Home Affairs for their participation obtained (copy to be attached):  
download
5. Details of the Technical Programme for the event may attached, please give names of Chairman of technical session and keynote speakers.:  
download
6. Brief statements on the steps you plan to take to implement the recommendations of the Seminar/Symposia/Conference  
download

At the bottom of the form are 'Previous' and 'submit' buttons. A footer at the very bottom states: 'This website is designed & developed by National Informatics Center and content maintained by Ministry of Earth Sciences, Government of India. © 2015. All Rights Reserved.'

After the submission, the project gets added to the list '**Outreach Proposal**' (in the Home page of the application).

## Managing proposals due for submission

The **Proposal Due for Submission** tab of the application helps you view and manage proposals (both R &D and Outreach) that are due for submission.



HOMEEDIT PROFILECHANGE PASSWORDLOGOUT

Welcome: aniket











Ministry of Earth Sciences

Project Tracking System

HOME SUBMIT NEW PROPOSAL PROPOSAL DUE FOR SUBMISSION UTILIZATION CERTIFICATE DOWNLOADS NOTIFICATIONS

PROPOSAL DUE FOR SUBMISSION

1 2 Forward

Proposal Name	Proposal Type	Date Of Creation	Action
asd	RnD	2016-10-26 17:58:53.249	 
adsff	RnD	2016-10-27 11:47:19.174	 
sad	RnD	2016-10-27 12:07:56.432	 
saddsdad	RnD	2016-10-27 12:36:28.055	 
dsdf	RnD	2016-10-27 13:42:27.067	 

This website is designed & developed by National Informatics Center and content maintained by Ministry of Earth Sciences, Government of India. © 2015. All Rights Reserved.

**Proposal Due for Submission** tab displays the Proposal Name, Proposal Type, Date of Correction, and Actions that can be performed (Edit/Delete).

### To edit a proposal due for submission

To edit a proposal due for submission, click the **Edit** icon against the proposal. The proposal submission form appears. You can edit the details, save, and submit.

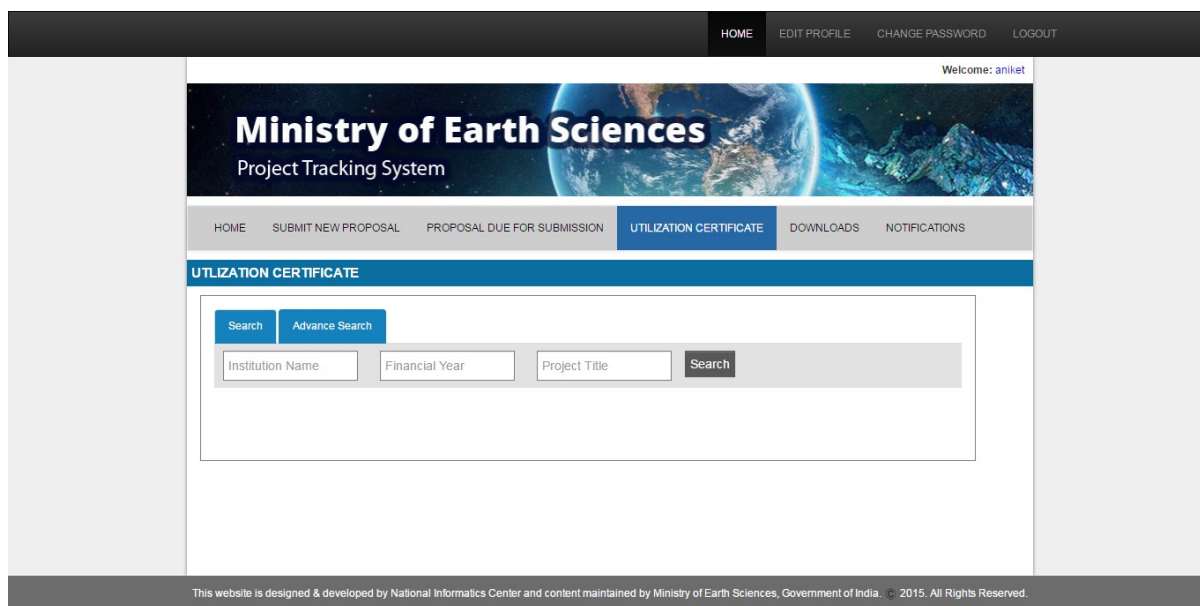
Note: For more details, see ‘**To submit a new proposal for R&D**’ or ‘**To submit a new proposal for Outreach**’ depending on which type of proposal you are editing.

### To delete a proposal due for submission

To delete a proposal due for submission, click the **Delete** icon against the proposal, and confirm the deletion. The deleted proposal will be removed from the list of proposals due for submission.

## Managing Utilization Certificates

The **Utilization Certificates** tab of the application helps you search for Utilization Certificates based on Institution Name, Financial Year, and Project Title.

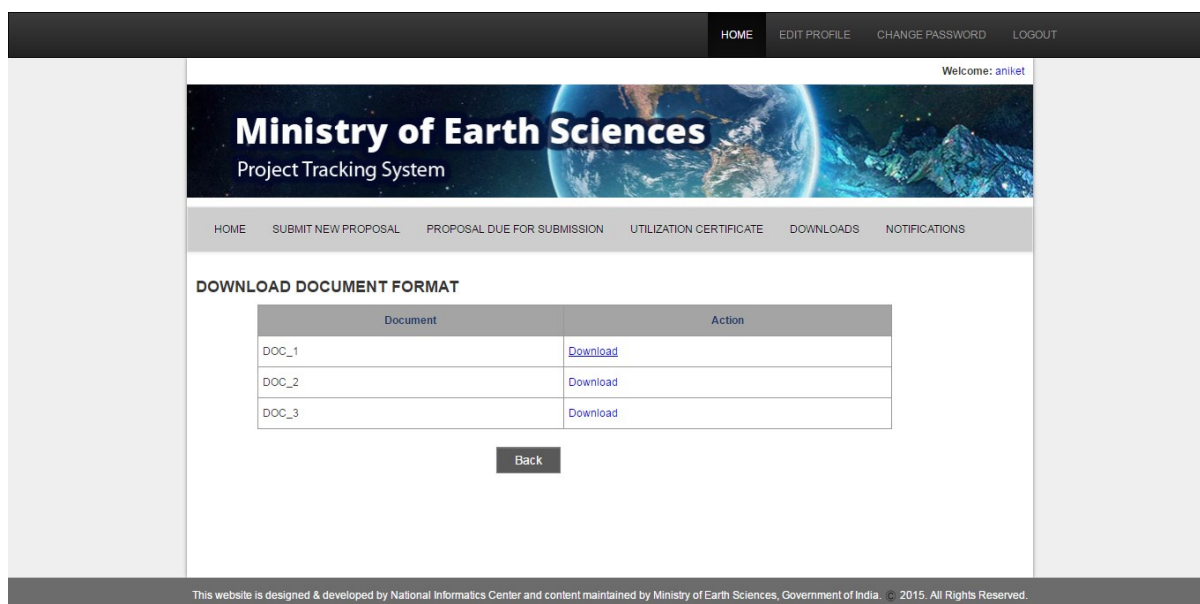


### To search for a Utilization Certificate

To search for a Utilization Certificate, enter Institution Name, Financial Year, or Project Title in the search boxes and click **Search**. The relevant Utilization Certificates will be displayed.

## Downloading documents

The Download tab of the application helps you view and download documents.



### To download a document

To download a document, click **Download** against the document name in the list. The document gets downloaded.

## Viewing Notifications

The **Notifications** tab of the application displays all the notifications along with details like S.No., Project Title, Sent Date, Sent Time, Subject, and Sent By. You can search for the required notifications by keywords.

The screenshot shows the 'Notifications' page of the Ministry of Earth Sciences Project Tracking System. The page has a dark header with navigation links: HOME, EDIT PROFILE, CHANGE PASSWORD, and LOGOUT. A welcome message 'Welcome: abcde' is displayed. Below the header is a banner for the 'Ministry of Earth Sciences Project Tracking System' featuring a globe and mountains. A secondary navigation bar includes links: HOME, SUBMIT NEW PROPOSAL, PROPOSAL DUE FOR SUBMISSION, UTILIZATION CERTIFICATE, DOWNLOADS, and NOTIFICATIONS. The 'NOTIFICATIONS' section is highlighted in blue. It contains a search area with 'Search' and 'Advance Search' buttons, a text input field with the placeholder 'Notification', and a 'Search' button. Below the search area is a table with columns: S.No., Project Title, Sent Date, Sent Time, Subject, Sent By, and Notification. The table currently displays 'No Data is found'. The footer states: 'This website is designed & developed by National Informatics Center and content maintained by Ministry of Earth Sciences, Government of India. © 2015. All Rights Reserved.'

### To search for a notification

To search for a notification, enter the keyword in the search box and click **Search**. The notification/s will be displayed.

-end-