Standing Instructions & 1st Stage Application Portal User Manual

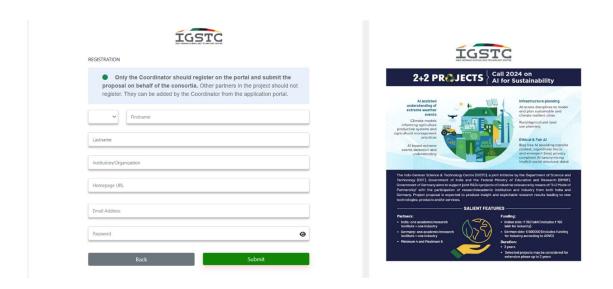
The below mentioned instructions to be followed while submitting 2+2 proposal using the portal.

- 2+2 proposal requires at least 4 partners and one of them should be the **Coordinator** of the consortium.
- **ONLY Coordinator** should register into the portal and initiate the process of proposal submission.
- Coordinator shall register himself/herself and fill the basic project details (e.g title, duration, acronym, abstract, keywords etc.)
- Coordinator must add other project partners in Consortium Details page.
- Each project partner will receive **individual emails with login credentials** to fill up their details and CV.
- **Coordinator** can fill his/her own details and CV.
- Coordinator must fill the "Financial Contribution" page on behalf of the consortium.
- Once other project partners complete filing the information and click the submit button, Coordinator will receive system generated acknowledgement emails from project partners.
- Every Consortium need to upload the project details in the portal in PDF.
 Only Coordinator can upload the document. Rest of the project partners will be having only viewing rights. The blank format is available at https://www.igstc.org/home/scheme_forms, IGSTC Form No. 018.
- At the final stage when all project partners submit their individual details, the **Coordinator** shall make the final submission.
- The proposal could be saved at any stage, and it will be in "Draft" form in Coordinator's dashboard.
- Coordinator **CANNOT** make any further changes once he/she submits the proposal.
- The pdf of the **submitted proposal** will be available in Coordinators Dashboard for view / download.

1. Create a new account if you are a first-time user. Click on "Create an Account" or you can "Sign in with Google".



2. Click on "Create an Account", you will be re-directed to Registration Page.



- **3.** Fill out the registration details as mentioned in the form and click on "Submit" button.
- First Name & Last Name Alphabetic fields. Name should be same as mentioned on other documents.

- **Institution Organization** Alpha-numeric field. Enter the name of your company or organization you are associated with.
- **Email Address** Alpha-numeric field. The email address should contain "xyz@domain-name.com"
- Password Alpha-numeric field. It should contain, A capital letter (Upper case), A small letter (lower case), A number (0-9), Special Character, the length of the password should be Minimum 8 characters and Maximum 15 characters.



4. Once you register, you will receive a verification email. Click on "Verify Email" button to verify your Email.

Welcome To $2+2\ CALL$

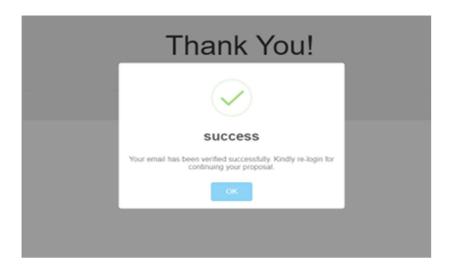
Dear Harish M,

Thank you for registering for 2+2 Call.

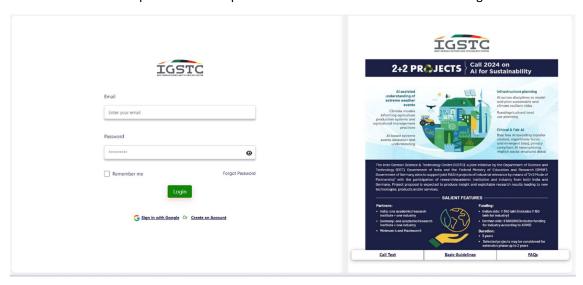
Please click the link below to verify your email.

Verify Email

5. "Thank you" page will open once you verify your email, and your account will be verified.



- 6. Login with your registered Email ID and Password and click on "Login" button.
- **Email Address** This should be the same Email address, that was entered at the time of registration and the email id on which verification email was received.
- **Password** A special character password that was entered at the time of registration.



7. If you are an existing user, Enter your Email ID and Password. If you have **forgotten the password**.

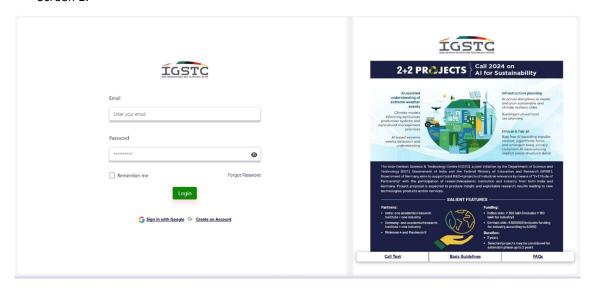
Screen 1. Click on "Forgot Password".

Screen 2. Enter your Email ID and click on "Submit."

Screen 3. You will receive an Email to reset your password, press on "Click Here."

Screen 4. Enter a "New Password" and click on "Submit". Your password has been successfully reset.

Screen 1:



Screen 2:



8.Once you login with your credentials, you can directly click on the **apply button** to apply the proposal.



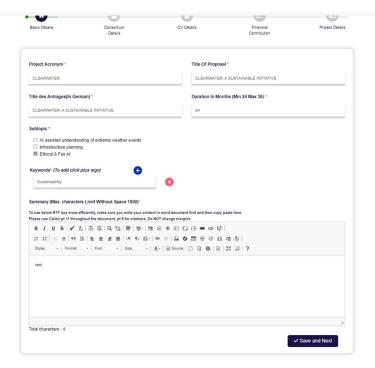
Application submission Deadline: 15th April 2024

Home/2+2 Call



9.Then comes the first section of the stage i.e., **BASIC DETAILS.**

- Basic Details include Project Acronym, Title of proposal, Title in German, Duration in Months, Subtopic which you must choose among the four topics, Keywords and Summary (Max characters Limit Without Space 1000).
- **Title of the Proposal** (in English) Multiple data input box (text, number, special characters, etc.)
- **Titel des Antrages** (in German) Multiple data input box (text, number, special characters, etc.)
- Acronym (should be brief) Multiple data input box (text, number, special characters, etc.)
- **Duration** in months Number field with a max limit of 36
- **Summary** Multiple data input box (text, number, special characters, etc.) character limit of 1000 excluding spaces.
- **Keywords** (max. 6) list box to add keywords with a max. limit of Six.
- **Subtopics** list include (you need to choose among the given sub-topics):
 - 1.AI assisted undertaking of extreme weather events
 - 2.Infrastructure Planning
 - 3.Ethical and Fair AI



Once you fill in these details and save and next, you have to click on save and next and then you will be redirected to the next section.

10. Next section is Consortium details.

Note: While filling in these details, you must follow the below rules:

- Kindly add details of other project partners for satisfying the 2+2 mode of partnership.
- You may please note, the project partners would receive a system generated email with specific instructions to fill their individual details like CV, etc.
- Without filling their details, the application can't be submitted.
- It is your responsibility as a Project Coordinator to ensure that the other partners are filling their respective details.
- Coordinator should fill only the Last name of the Project Partner. Other Personal details will be filled by the Partners on CV Details page.

Since you are the project coordinator, you must begin with the coordinator details.

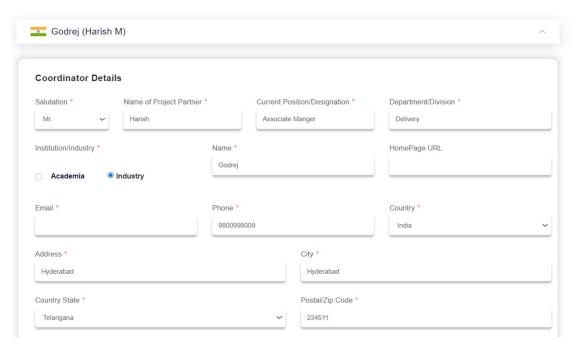
- Coordinator can add max. 3 to 5 more users including him/her (in total up to 6) (3 from India and 3 from Germany).
- Ensure the total maximum number of PI = 6 including max 3 from each side.
- It will prevent proposal submission with <4 partners and not having at least 2+2 nature.
- Initially, you must fill in the coordinator details. Here, Coordinator is from India and from the
 industry. So, the relevant and basic details that need to be filled here are Name of the Project
 partner, Current Position/Designation, Department/Division, Name of the Industry, Email
 address, Phone, Country, Address, City, Country State, Postal/Zip Code.
- Similarly, the basic details that need to be filled in case of Project partners include Name of the Project Partner, Current Position/Designation, Department/Division, of the Industry, Email address, Phone, Country.

Note: Here, we opted for 2+2 i.e.,2 from India and 2 from Germany

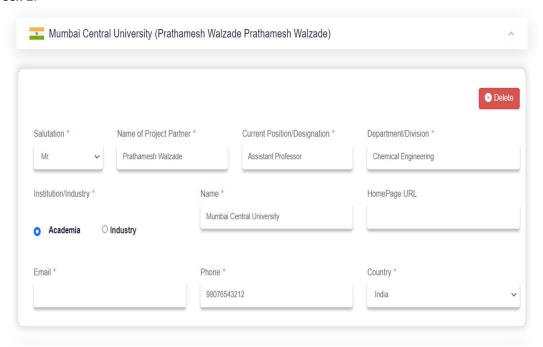
Among the 2 from each country, one must be from Industry, and one has to be from Academia respectively.

- Screen 1: Picture of the Coordinator details page (who here is from India and from Industry)
- Screen 2: Picture of the first project partner details page (who here is from India and from Academia)
- **Screen 3**: Picture of the second project partner details page (who here is from Germany and from Industry)
- **Screen 4**: Picture of the third project partner details page (who here is from Germany and from Academia)

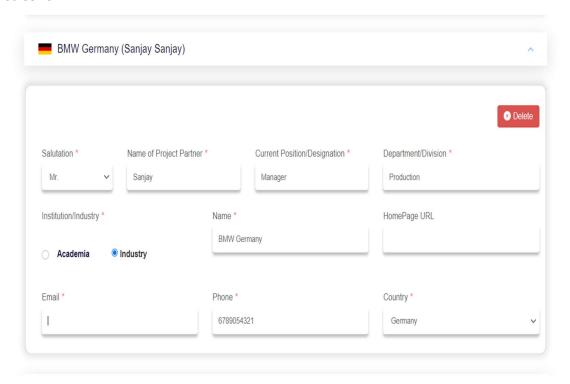
Screen 1:



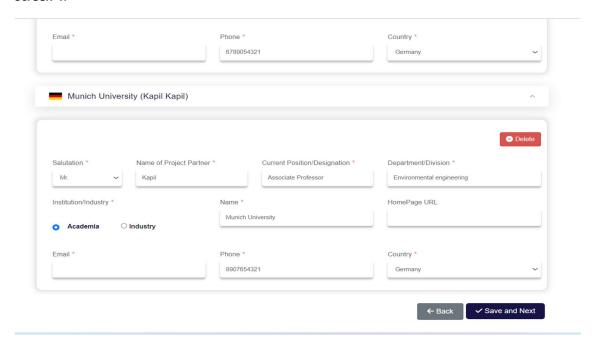
Screen 2:



Screen 3:



Screen 4:



Once these details are filled out, you can click on save and next and proceed to the next section.

11.Individual Project Partner Application Procedure: Before heading out to the next section in the coordinator page, the project partners would receive an email with verification button, verification link and login credentials.

Once you click on that verification button/link, you will be verified and redirected to the login page. You need to fill in with the respective login credentials for the individual project partners to login separately to fill in their details.

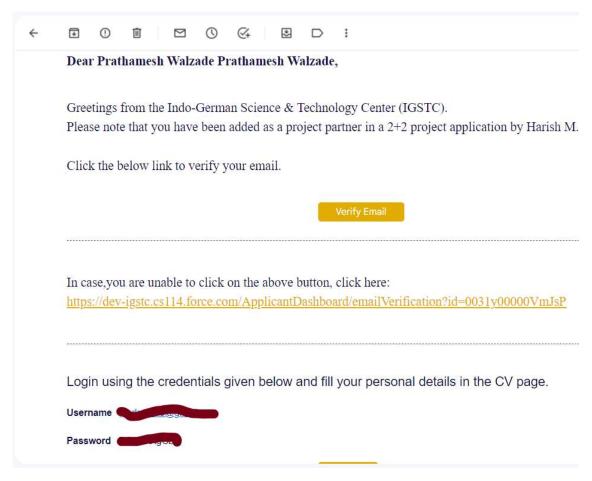
- As said earlier, for the project partner to login, he/she needs to sign in with the login credentials sent in the email.
- Once they login, they can directly click on the apply button and once they click on the apply button, it redirects to the project page that is filled in by the coordinator.
- The initial two sections are auto populated with the data filled in by the coordinator.
- The initial two sections include basic details about the project and basic details about the project partner.

Note: Only when all the project partners complete their individual applications successfully, only then the coordinator would be able to submit the application successfully.

Below is the table describing the proposal procedure for the three project partners. Once this process is completed, we will again go back to coordinator page from Point 15.

12. From Indian Academia-Project partner 1:

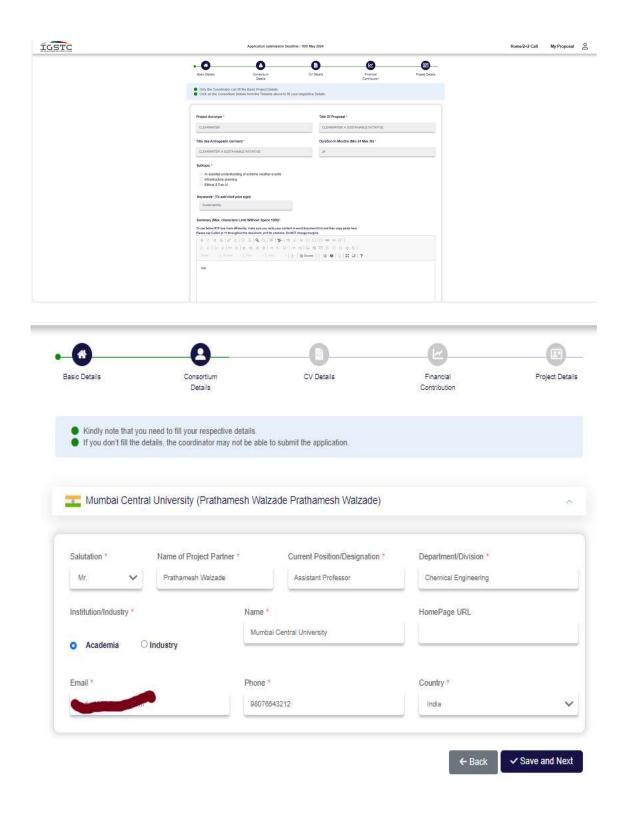
Step 1: Receiving the verification link/button and login credentials.



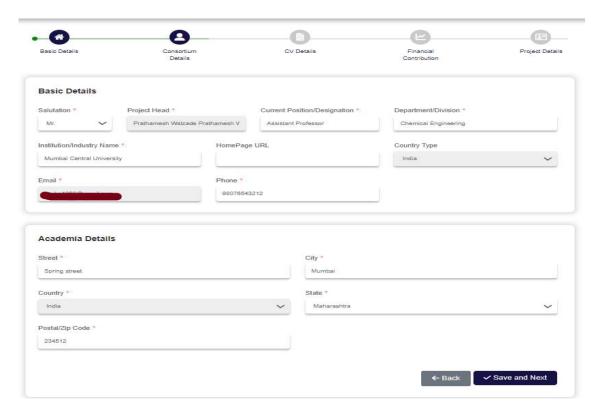
Step 2: After login, click on the apply button which redirects to the same project that the coordinator has filled in.

Step 3: The basic details in the first two sections i.e., basic details of the project and the project partner get auto populated here.

NOTE: This section (Basic Details) is READ-ONLY. Kindly navigate to the next section- "Consortium Details" from the top.



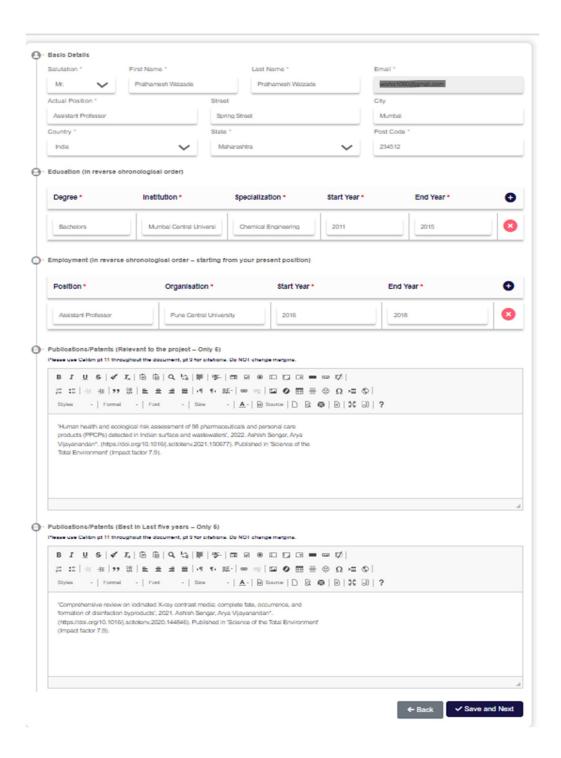
Step 4: In the Consortium details: the Academia details need to be filled out since the project partner belongs to the Academia and click Save and next.



Step 5: Now, the CV (Curriculum Vitae) must be filled out.

CV includes A.) Basic details.

- B.) Education in reverse chronological order.
- C.) Employment in reverse chronological order-starting from your present position.
- D.) Publications/Patents (Relevant to the project-only 6)
- E.) Publications/Patents (Best in the last 5years-only 6) and click Save and next

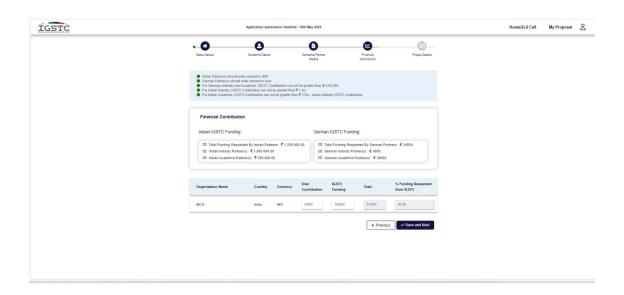


Step 6: Next comes, the financial contribution section. The rules and conditions to follow are displayed at the top of the section.

- Unlike a coordinator where all the project partners financial contributions can be filled out, here only the financial contribution section of the respective partner can be seen and filled out
- Indian Partner(s) should enter amount in INR.

- German Partner(s) should enter amount in euro.
- In this case, the partner is from India and from Academia.
- So, accordingly for an Indian Academia, IGSTC Contribution cannot be greater than 3.5cr (Rupees) Indian Industry IGSTC contribution.
- For Indian Industry, IGSTC Contribution cannot be greater than 1.5cr.
- For Indian Academia, IGSTC Contribution cannot be greater than 3.5cr Indian Industry IGSTC contribution.

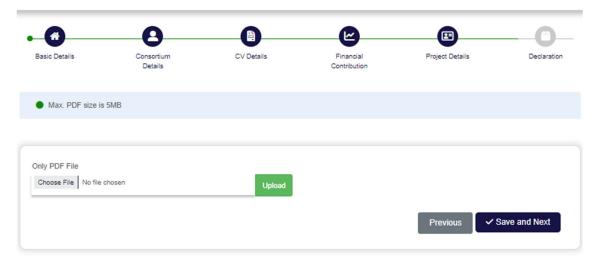
Once he fills in these details, click on save and next to proceed to the next section.



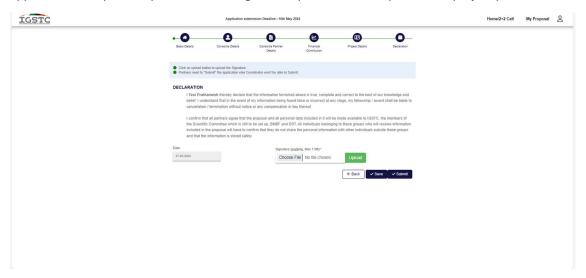
Step 7: Here, the pdf file of the project partner with respect to his/her project- PROJECT DETAILS needs to be uploaded which should not be greater than 5MB.

Note: Only Coordinator can upload the Project Details document and the other project partners apart from the coordinator can only view the document.

Click on save and next to proceed to the last section of the first stage of the application-Declaration section.



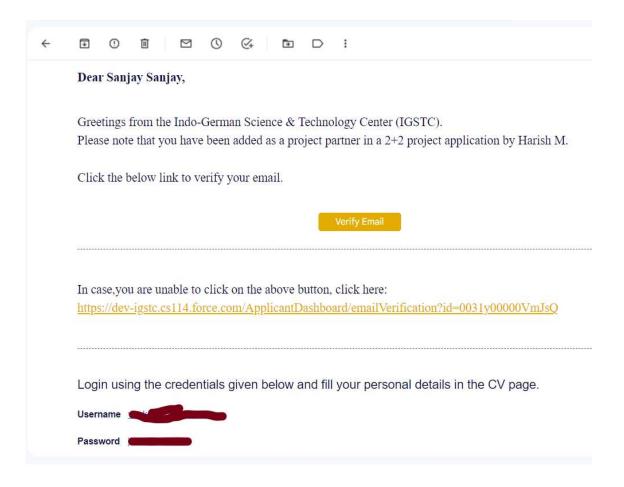
Step 8: In this section, you must upload the signature (In jpg/jpeg format) and then submit the application finally to complete the first stage of the process with respect to the project partner.



Note: Only when all the project partners complete their individual applications successfully, only then the coordinator would be able to submit the application successfully.

13.From German Industry-Project partner 2:

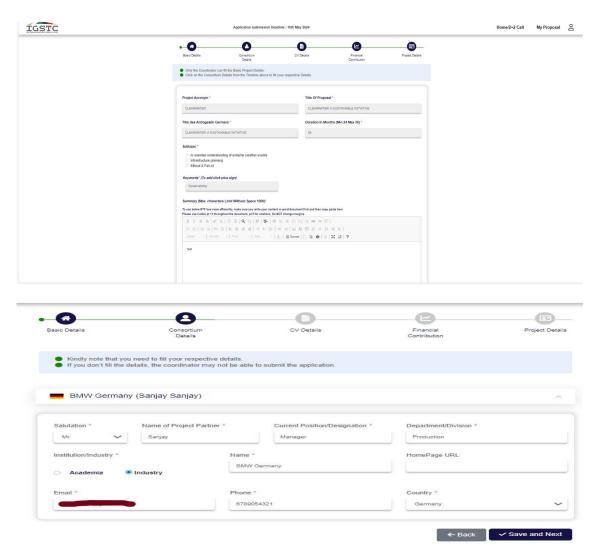
Step 1: Receiving the verification link/button and login credentials.



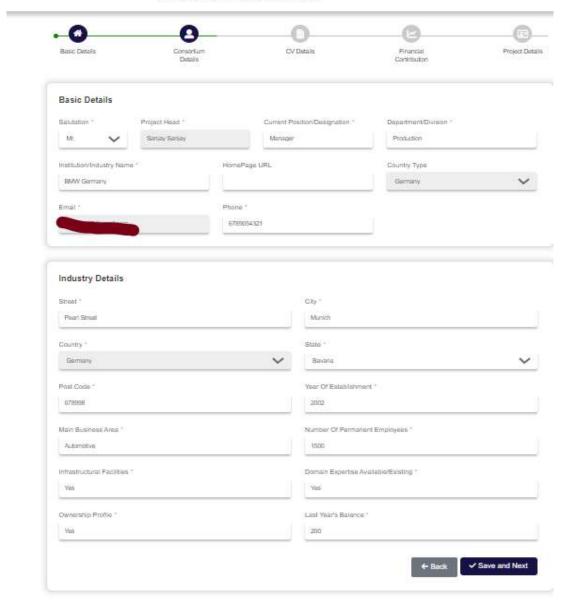
Step 2: After login, click on the apply button which redirects to the same project that the coordinator has filled in.

Step 3: The basic details in the first two sections i.e., basic details of the project and the project partner get auto populated here and then click save and next.

NOTE: This section (Basic Details) is READ-ONLY. Kindly navigate to the next section- "Consortium Details" from the top.



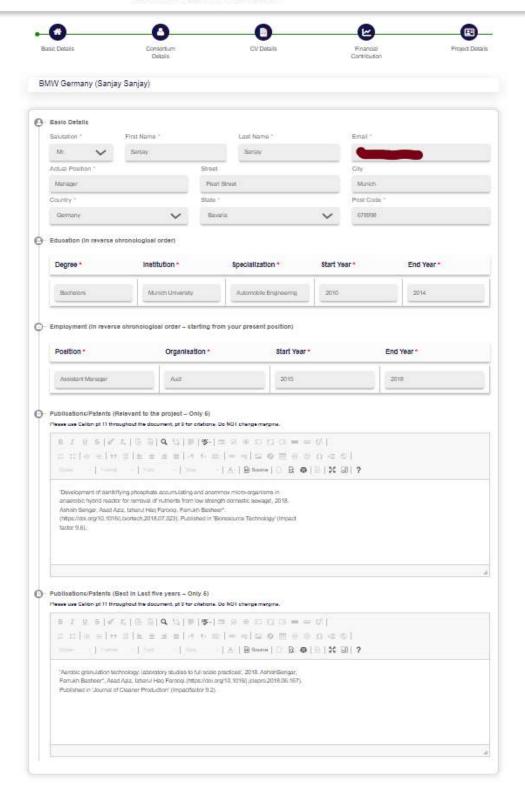
Step 4: In the Consortium details: the industry details need to be filled out since the project partner belongs to the industry and click Save and next.



Step 5: Now, the CV (Curriculum Vitae) must be filled out.

CV includes: A.) Basic details.

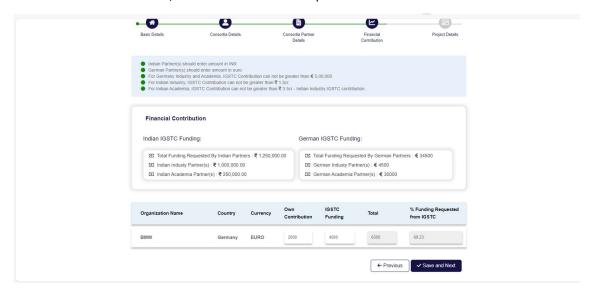
- B.) Education in reverse chronological order.
- C.) Employment in reverse chronological order-starting from your present position.
- D.) Publications/Patents (Relevant to the project-only 6)
- E.) Publications/Patents (Best in the last 5years-only 6) and click Save and next.



Step 6: Next comes, the financial contribution section. The rules and conditions to follow are displayed at the top of the section.

- Unlike a coordinator where all the project partners financial contributions can be filled out, here only the financial contribution section of the respective partner can be seen and filled out.
- Indian Partner(s) should enter amount in INR.
- German Partner(s) should enter amount in euro.
- In this case, the partner is from Germany and from Industry.
- So, accordingly for Germany Industry and Academia, IGSTC Contribution cannot be greater than 5,00,000(In Euros)

Once he fills in these details, click on save and next to proceed to the next section.



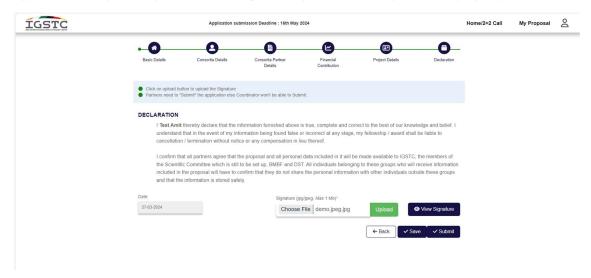
Step 7: Here, the pdf file of the project partner with respect to his/her project-PROJECT DETAILS needs to be uploaded which should not be greater than 5MB.

Note: Only Coordinator can upload the Project Details document and the other project partners apart from the coordinator can only view the document

Click on save and next to proceed to the last section of the first stage of the application-Declaration section.



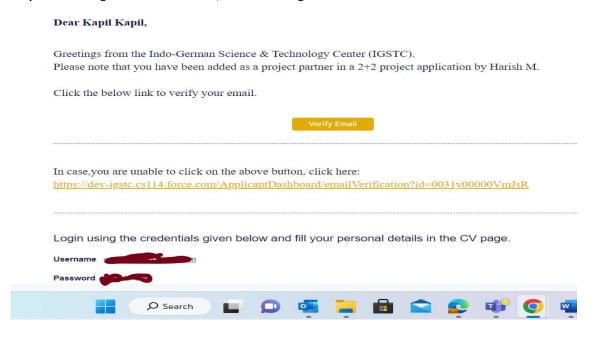
Step 8: In this section, you must upload the signature (In jpg/jpeg format) and then submit the application finally to complete the first stage of the process with respect to the project partner.



Note: Only when all the project partners complete their individual applications successfully, only then the coordinator would be able to submit the application successfully.

14.From German Academia-Project partner 3:

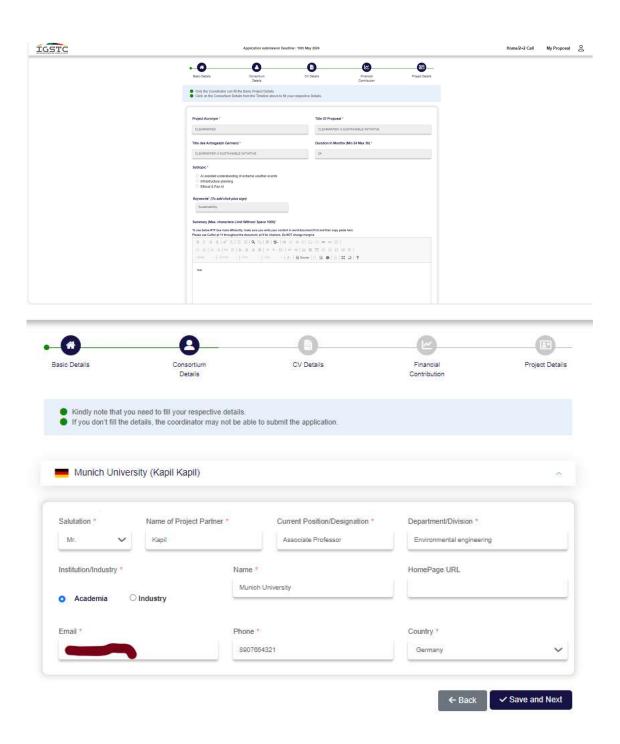
Step 1: Receiving the verification link/button and login credentials.



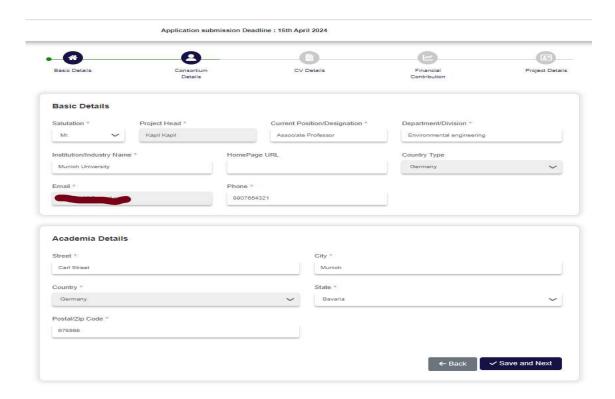
Step 2: After login, click on the apply button which redirects to the same project that the coordinator has filled in.

Step 3: The basic details in the first two sections i.e., basic details of the project and the project partner get auto populated here and then click save and next.

NOTE: This section (Basic Details) is READ-ONLY. Kindly navigate to the next section- "Consortium Details" from the top.



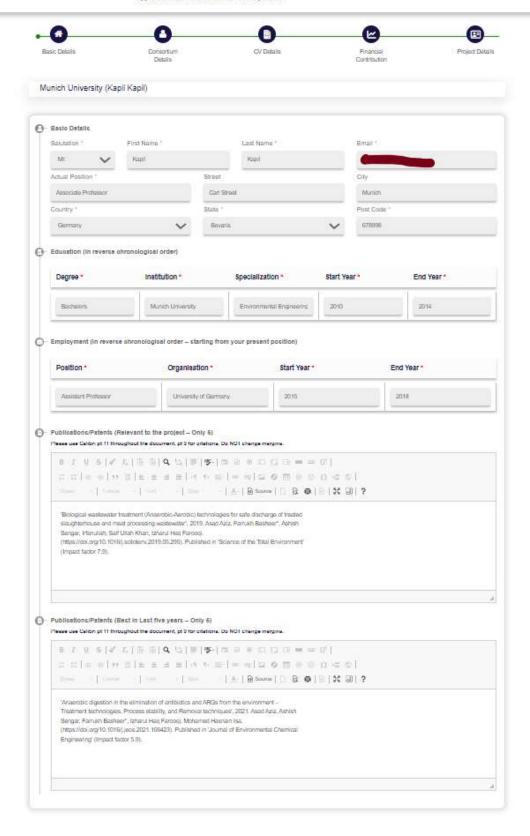
Step 4: In the Consortium details: the Academia details need to be filled out since the project partner belongs to the Academia and click Save and next.



Step 5: Now, the CV (Curriculum Vitae) must be filled out.

CV includes

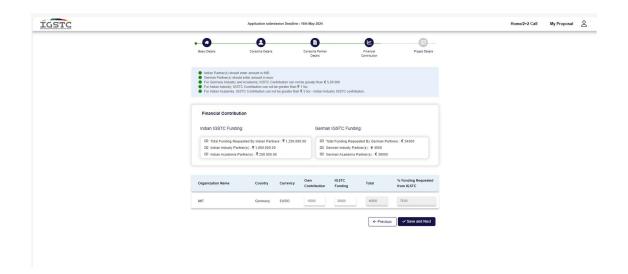
- A.) Basic details.
- B.) Education in reverse chronological order.
- C.) Employment in reverse chronological order-starting from your present position.
- D.) Publications/Patents (Relevant to the project-only 6)
- E.) Publications/Patents (Best in the last 5years-only 6) and click Save and next.



Step 6: Next comes, the financial contribution section. The rules and conditions to follow are displayed at the top of the section.

- Unlike a coordinator where all the project partners financial contributions can be filled out, here only the financial contribution section of the respective partner can be seen and filled out.
- Indian Partner(s) should enter amount in INR.
- German Partner(s) should enter amount in euro.
- In this case, the partner is from Germany and from Academia.
- So, accordingly for Germany Industry and Academia, IGSTC Contribution cannot be greater than 5,00,000(In Euros)

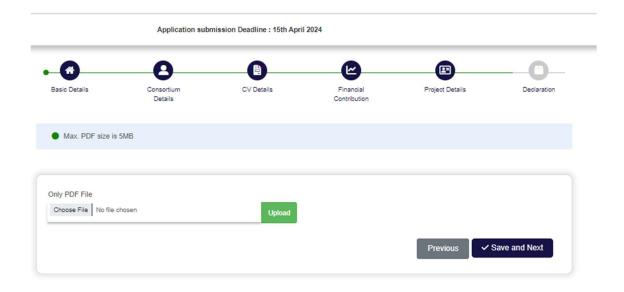
Once he fills in these details, click on save and next to proceed to the next section.



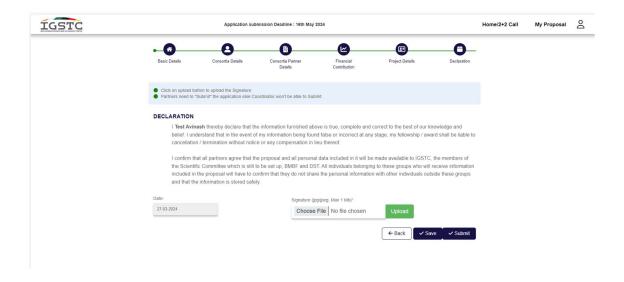
Step 7: Here, the pdf file of the project partner with respect to his/her project- PROJECT DETAILS needs to be uploaded which should not be greater than 5MB.

Note: Only Coordinator can upload the Project Details document and the other project partners apart from the coordinator can only view the document

Click on save and next to proceed to the last section of the first stage of the application-Declaration section.



Step 8: In this section, you must upload the signature (In jpg/jpeg format) and then Submit the application finally to complete the first stage of the process with respect to the project partner.

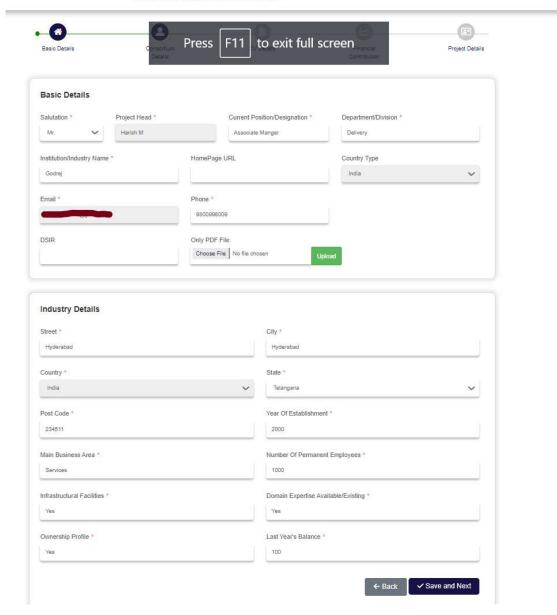


Note: Only when all the project partners complete their individual applications successfully, only then the coordinator would be able to submit the application successfully.

15. Picking up from Point 10, coming back to coordinator now; the next section is **Consortium Details** which includes both the basic details and the industry details since the coordinator here is from Industry.

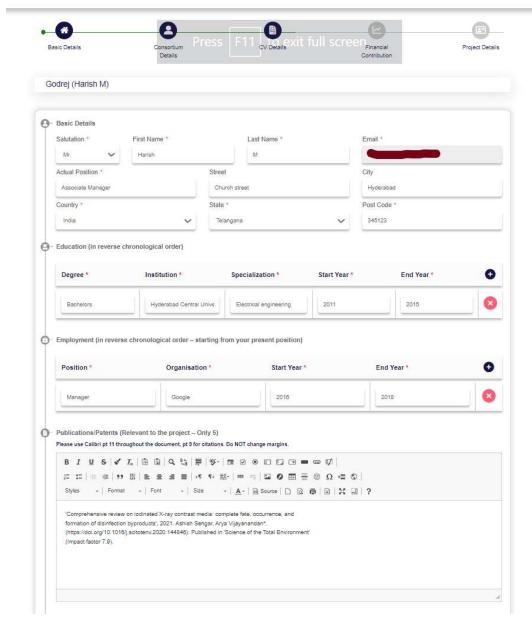
Industry details include:

- Street
- City
- Country
- State
- Post Code
- Year Of Establishment
- DSIR recognition details (ONLY for Indian industry partner)
- Main Business Area
- Number Of Permanent Employees
- Infrastructural Facilities
- Domain Expertise Available/Existing
- Ownership Profile
- Last Year's Balance



Once you fill in the details, click on save and next to proceed to the next section i.e., Curriculum Vitae (CV).

- 16. Curriculum Vitae (CV) includes:
- A.) Basic details.
- B.) Education in reverse chronological order.
- C.) Employment in reverse chronological order-starting from your present position.
- D.) Publications/Patents (Relevant to the project-only 6)
- E.) Publications/Patents (Best in the last 5years-only 6).



17. Next comes, the financial contribution section.

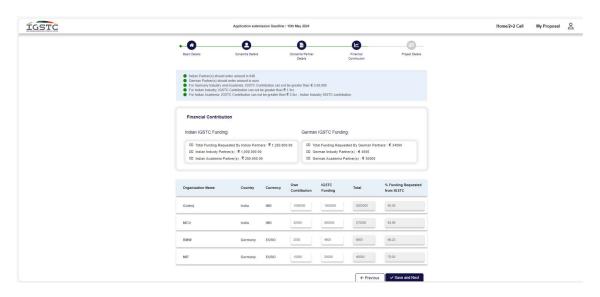
The rules and conditions to follow are displayed at the top of the section.

- Indian Partner(s) should enter amount in INR.
- German Partner(s) should enter amount in euro.
- For Germany Industry and Academia, IGSTC Contribution cannot be greater than 5,00,000 euros.
- For Indian Industry, IGSTC Contribution cannot be greater than 1.5cr.
- For Indian Academia, IGSTC Contribution cannot be greater than 3.5cr Indian Industry IGSTC contribution.

- The coordinator here in this sample project is from India and from Industry.
- So, accordingly for an Indian Industry, IGSTC Contribution cannot be greater than 1.5cr (Rupees) Indian Industry IGSTC contribution.

Note:

- All the financial details filled out and saved by the individual project partners get auto populated here.
- Since this is a coordinator page, he can see and edit all the project partners individual
 financial contributions including him right at the top of the group (as you can see in the
 picture).
- Financial contribution here implies:
 - A. Own Contribution
 - **B. IGSTC Funding**
 - C. Total= A+B
 - D.% of funding asked from IGSTC=B/C*100



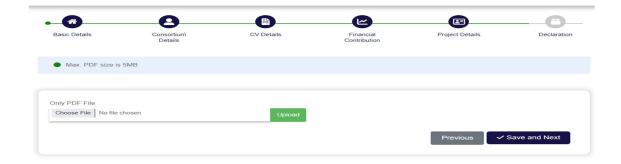
Once you fill in the details, click on save and next to proceed to the next section-Project Details.

18. In this section-**Project Details,** the pdf file of the coordinator with respect to his/her project needs to be uploaded which should not be greater than 5MB.

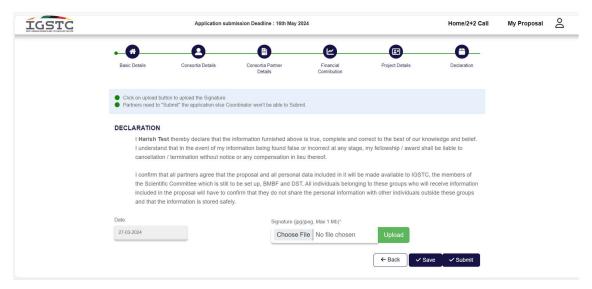
Note: Only Coordinator can upload the Project Details document and the other project partners apart from the coordinator can only view the document.

Since he is the coordinator here, he can only upload the project details document here.

Once uploaded successfully, click on save and next to proceed to the last section of the first stage of the application-Declaration section.



19. In this section-**DECLARATION**, you must upload the signature (In jpg/jpeg format) and then submit the application finally to complete the first stage of the application process.



Once the signature file is uploaded successfully, you can go ahead and submit the application which concludes the first stage of the proposal, and you will receive an email.