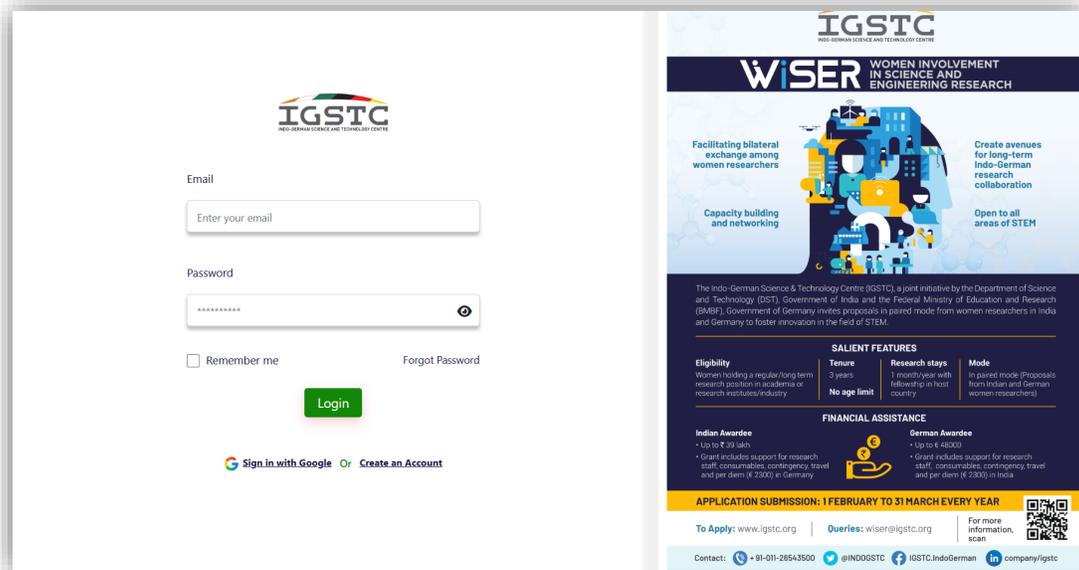


IGSTC WISER – User Manual

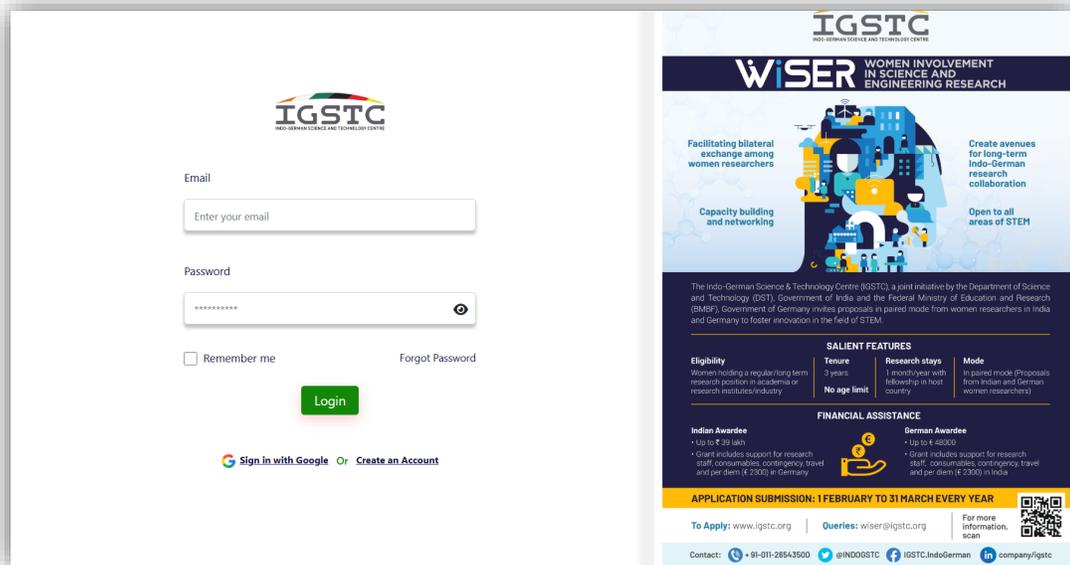
Note - Kindly note the below process flow for the application process is symbolic to give a sense of the application portal. The below information is subject to change without any notice. The most updated information will be exactly in the application portal.

1. If you are a first-time user, click on “Create an Account” or “Sign in with Google”.

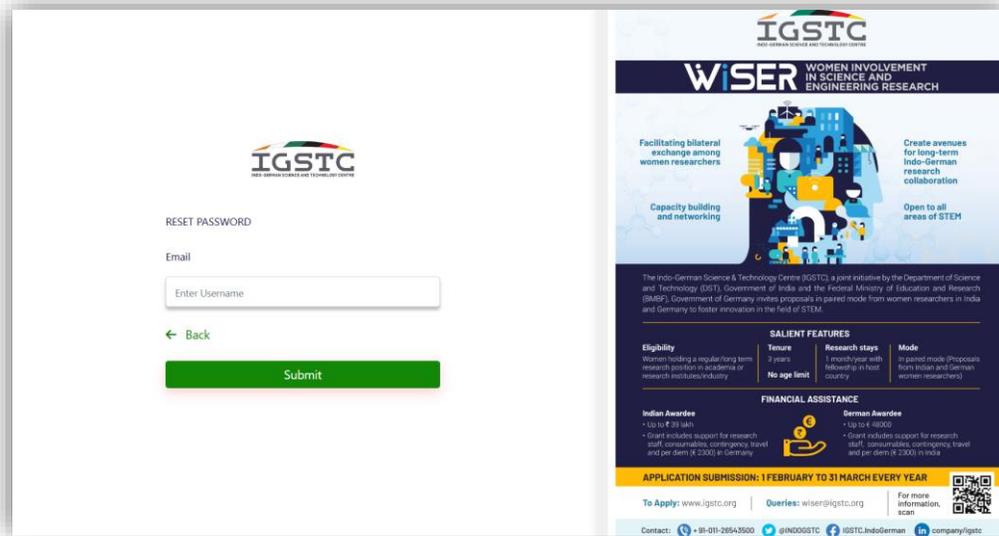


2. If you are an existing user, Enter your Email ID and Password. If you have forgotten the password.
Screen 1. Click on “Forgot Password”.
Screen 2. Enter your Email ID and click on “Submit”
Screen 3. You will receive an Email to reset your password, press on “Click Here”
Screen 4. Enter a “New Password” and click on “Submit”. Your password has been successfully reset.

Screen 1.



Screen 2.



The screenshot shows the IGSTC WISER website. On the left is a 'RESET PASSWORD' form with fields for 'Email' and 'Enter Username', a 'Back' button, and a 'Submit' button. On the right is a promotional banner for WISER (Women Involvement in Science and Engineering Research). The banner includes the IGSTC logo, the WISER title, and several key points: 'Facilitating bilateral exchange among women researchers', 'Capacity building and networking', 'Create avenues for long-term Indo-German research collaboration', and 'Open to all areas of STEM'. It also features a table of 'SALIENT FEATURES' and 'FINANCIAL ASSISTANCE' details for Indian and German awardees.

SALIENT FEATURES			
Eligibility Women holding a regular long term research position in academia or research institutes/industry	Tenure 2 years No age limit	Research stays 1 month/year with Fellowship in host country	Mode In paired mode (Proposals from Indian and German women researchers)

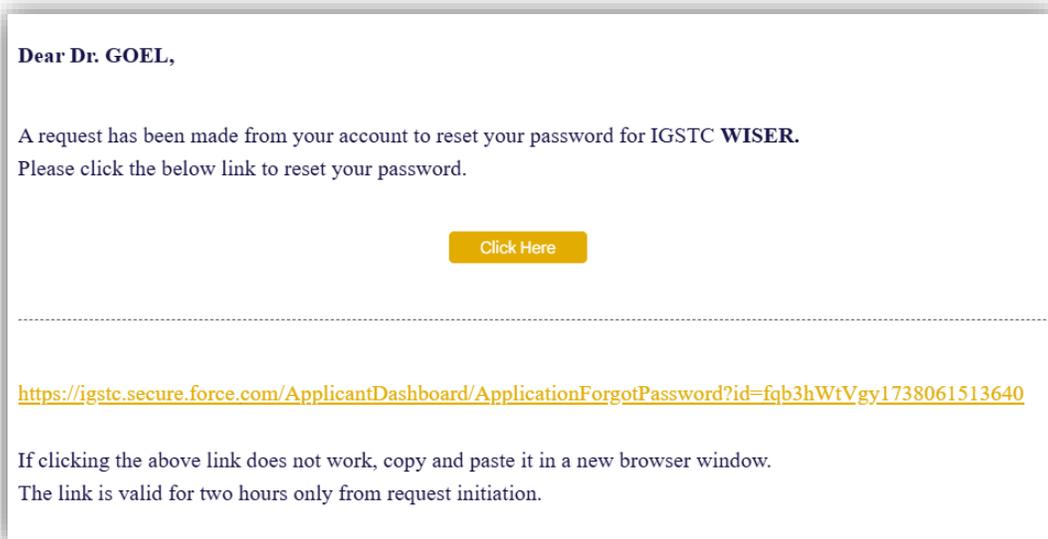
FINANCIAL ASSISTANCE	
Indian Awardees • Up to ₹ 20 lakh • Grant includes support for research staff, consumables, country travel and per diem (€ 2000) in Germany	German Awardees • Up to € 48000 • Grant includes support for research staff, consumables, country travel and per diem (€ 2000) in India

APPLICATION SUBMISSION-1 FEBRUARY TO 31 MARCH EVERY YEAR

To Apply: www.igstc.org | Queries: wiser@igstc.org | For more information, scan

Contact: ☎ +91-011-26542600 | @INDOIGSTC | IGSTC.IndoGerman | company/igstc

Screen 3.



Dear Dr. GOEL,

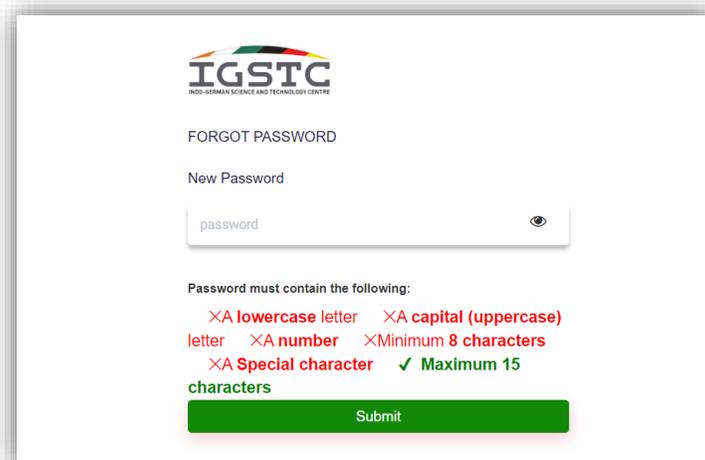
A request has been made from your account to reset your password for IGSTC WISER. Please click the below link to reset your password.

[Click Here](#)

<https://igstc.secure.force.com/ApplicantDashboard/ApplicationForgotPassword?id=fqb3hWtVgy1738061513640>

If clicking the above link does not work, copy and paste it in a new browser window. The link is valid for two hours only from request initiation.

Screen 4.



The screenshot shows the 'FORGOT PASSWORD' form on the IGSTC WISER website. It includes the IGSTC logo, the title 'FORGOT PASSWORD', and a 'New Password' field with a password strength indicator. Below the field, there are requirements for the password: 'Password must contain the following:'. The requirements are listed as follows:

- ✗ A lowercase letter
- ✗ A capital (uppercase) letter
- ✗ A number
- ✗ Minimum 8 characters
- ✗ A Special character
- ✓ Maximum 15 characters

At the bottom of the form is a green 'Submit' button.

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
- **Type of Applicant** –In the drop down menu, select between “India” or “Germany”
- **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 a minimum of 8 characters and a Maximum of 15 characters.

The image shows two side-by-side panels. The left panel is a registration form for IGSTC. It includes fields for Firstname, Lastname, Institution/Organization, Type of Applicant (a dropdown menu), Email Address, and Password. Below the password field, there are instructions: "Password must contain the following:" followed by a list of requirements: "X A capital (uppercase) letter", "X A lowercase letter", "X A number", "X A Special character", and "X Minimum 8 characters". A green checkmark indicates "Maximum 15 characters". There are "Back" and "Submit" buttons at the bottom.

The right panel is a promotional graphic for WISER (Women Involvement in Science and Engineering Research). It features the IGSTC logo and the text "WISER WOMEN INVOLVEMENT IN SCIENCE AND ENGINEERING RESEARCH". The graphic includes icons representing research, networking, and STEM fields. Text on the graphic includes: "Facilitating bilateral exchange among women researchers", "Capacity building and networking", "Create avenues for long-term Indo-German research collaboration", and "Open to all areas of STEM". Below this, there is a detailed description of the program and a table of salient features.

SALIENT FEATURES			
Eligibility Women holding a regular/long term research position in academia or research institutes/industry	Tenure 3 years No age limit	Research stays 1 month/year with fellowship in host country	Mode In paired mode (Proposals from Indian and German women researchers)

FINANCIAL ASSISTANCE

Indian Awardee	German Awardee
• Up to € 39,000 • Grant includes support for research staff, consumables, contingency, travel and per diem (€ 2300) in Germany	• Up to € 48,000 • Grant includes support for research staff, consumables, contingency, travel and per diem (€ 2300) in India

APPLICATION SUBMISSION: 1 FEBRUARY TO 31 MARCH EVERY YEAR

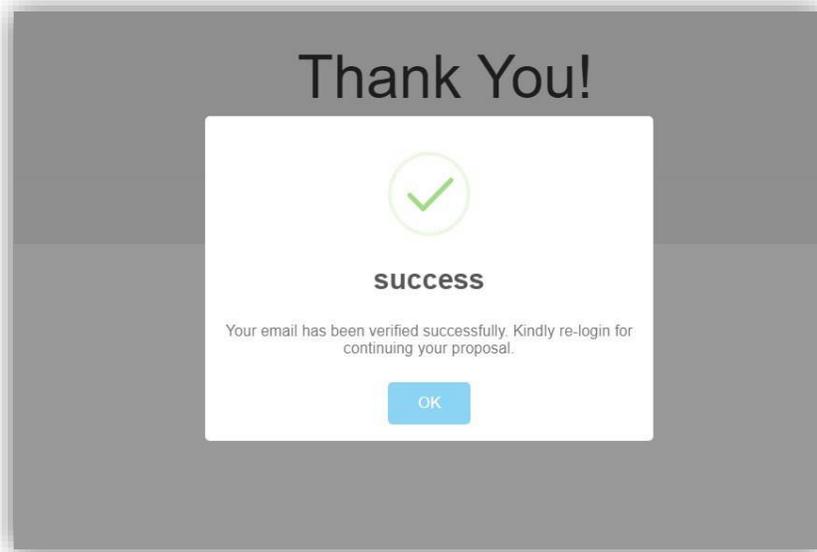
To Apply: www.igstc.org | Queries: wiser@igstc.org | For more information, scan 

Contact:  +91-011-26543500  @INDOGSTC  IGSTC.IndoGerman  company/igstc

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

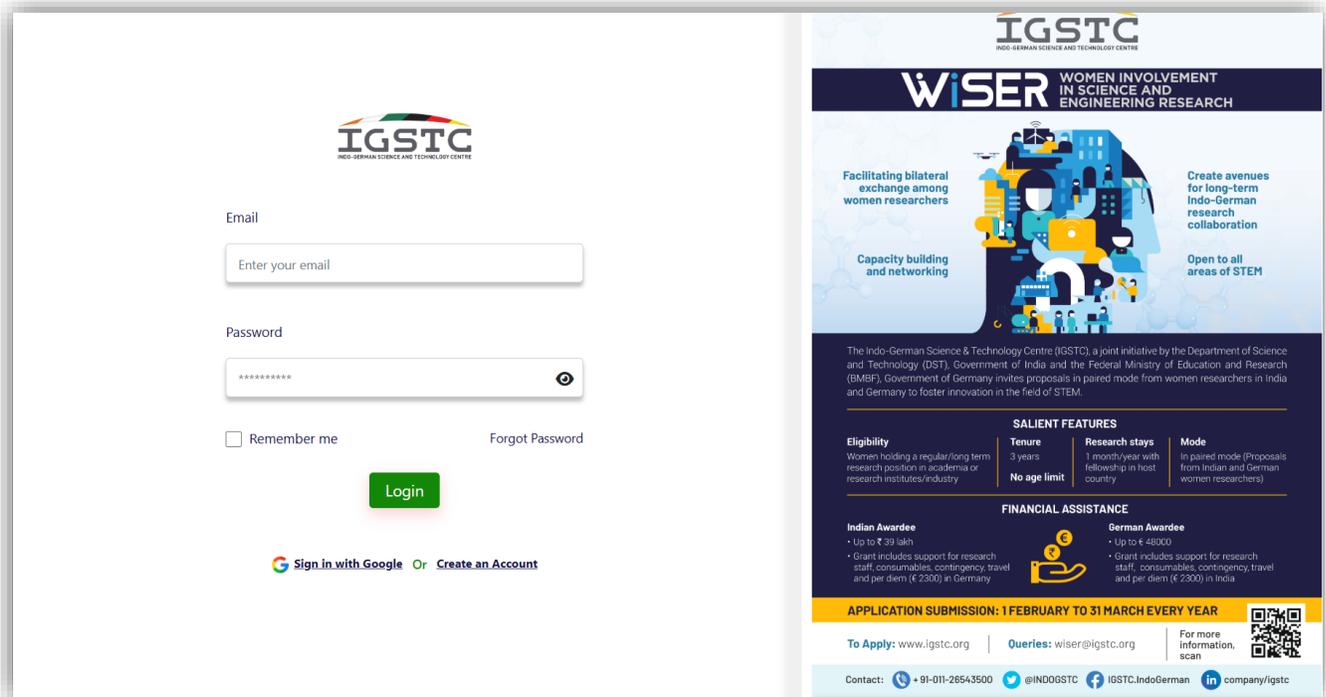
The image shows a verification email from IGSTC. The email is addressed to "Dear ISHA GOEL," and thanks the recipient for registering for the IGSTC's Women Involvement in Science & Engineering Research (WISER) programme. A yellow button labeled "Verify Email" is prominently displayed. Below the button, there is a dotted line and a link: "In case, you are unable to click on the above button, click here: <https://igstc.secure.force.com/ApplicantDashboard/emailVerification?id=003J400000GxBot>". The email concludes with the instruction: "Kindly complete the application once you have verified yourself. *Please note that you need to log in again after verifying." and another dotted line. At the bottom, it says: "Below are the credentials to access and Complete your Application Submission:".

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

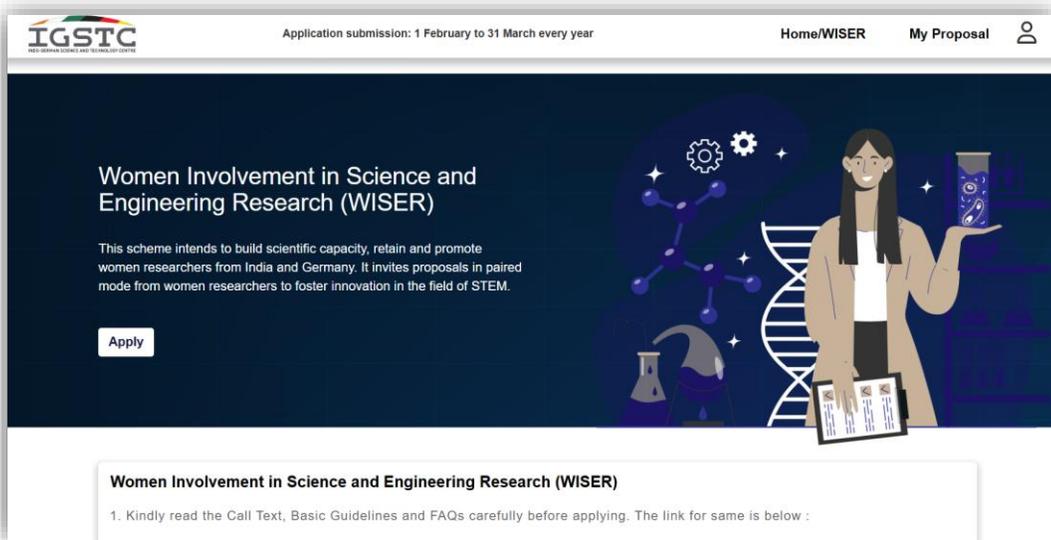


6. Login with your registered Email ID and Password and click on “Login” button.

- **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.



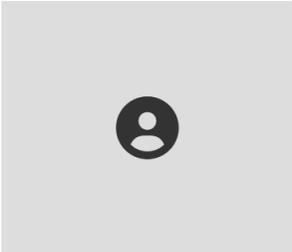
7. Click on “Apply” to proceed with your application.



8. Fill out the “Applicant Details” and click on “Save and Next”

- **Auto Fill** – First Name, Last Name & Email ID will be Auto filled.
- **Date of Birth** – Drop down option is available in this section, select the Year, Month and Date.
- **Gender** – Select from drop down option i.e Male, Female or Other
- **Photo** – Upload the image in jpg/jpeg format and the file size should be between 30kb to 500 kb. Click on “Upload” button after choosing an image.
- **Phone Number** – Numerical Field, enter your personal number for emergency contact.
- **Nationality** – Select from drop down menu, the nationality should be same as mentioned on the government ID proof.
- **Homepage URL** – Enter the link for the company/details which mentions about project or your organization.
- **Institution/Organization** – Mention the name of the company/organization
- **Department** – Enter the name of the department in which you are working in the above mentioned Institution/Organization
- **Designation** – Enter your Designation/Position in the same organization
- **Contact Address** – Line 1, Line 2, District, State and Pin code should be entered manually as mentioned on the official document. For country, select from the drop down option.

Click on upload button to upload the profile picture



Upload in jpg/jpeg format min 30 kb max 500kb*

[Choose File](#) | No file chosen [Upload](#)

Salutation*	First Name*	Last Name*
<input type="text"/>	<input type="text" value="ABCD"/>	<input type="text" value="VXYZ"/>
Date of Birth*	Nationality*	
<input type="text" value="dd-mm-yyyy"/>	<input type="text" value=""/>	
Phone No.*	Email*	
<input type="text"/>	<input type="text" value="abcd@gmail.com"/>	
Homepage URL		
<input type="text"/>		
Institute/Organization*	Department*	Designation*
<input type="text" value="Organization"/>	<input type="text"/>	<input type="text"/>

Communication Address

Line 1*

Line 2

City*

Country*

India

State*

Zip/Pin code*

✓ Save and Next

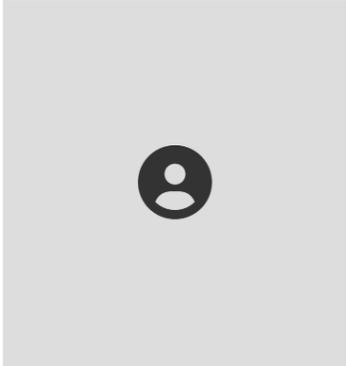
9. Fill out the “Pair Details” and click on “Save and Next”

- If the Applicant is from India, the Pair should be from Germany
- If the Applicant is from Germany, the Pair should be from India
- **Name (First & Last Name)** - Alphabetic fields. Name should be same as mentioned on other documents
- **Email Address** – Alpha-numeric field. The email address should contain “xyz@domain-name.com”
- **Date of Birth** – Drop down option is available in this section, select the Year, Month and Date.
- **Photo** – Upload the image in jpg/jpeg format and the file size should be between 30kb to 500 kb. Click on “Upload” button after choosing an image.
- **Phone Number** – Numerical Field, enter host personal number for emergency contact.
- **Nationality** – Select from drop down menu, the nationality should be same as mentioned on the government ID proof.
- **Homepage URL** – Enter the link for the company/details which mention about project or host organization.
- **Institution/Organization** – Mention the name of the company/organization
- **Department** – Enter the name of the department in which host is working in the above mentioned Institution/Organization
- **Designation** – Enter the Designation/Position on which host is working
- **Contact Address** – Line 1, Line 2, District, State and Pin code should be entered manually as mentioned on the official document. For country, select from the drop down option.

● Applicant Details ● Pair Details ● Project Details ● Financial Overview ● Pair Project Details

● References ● Grant Details ● Curriculum Vitae ● Attachments ● Declaration

● Click on upload button to upload the profile picture.



Upload in jpg/jpeg format min 30 kb max 500kb

Choose File | No file chosen Upload

Salutation*	First Name*	Last Name*
<input type="text"/>	<input type="text"/>	<input type="text"/>
Nationality*	Phone No.*	
<input type="text"/>	<input type="text"/>	
Email*	Institution/Organization*	
<input type="text"/>	<input type="text"/>	
Designation*	Department*	
<input type="text"/>	<input type="text"/>	
Homepage URL	<input type="text"/>	

Communication Address

Line 1*

Line 2

City* Country*

State* Zip/Pin code*

10. Fill out the “Project Details”, attach the Image/Diagram/Chart (if any) and click on “Save and Next”.

- **Title of the Project** - Free text field; add the title of the project through which the project will be known.
- **Broad area of research** – Free text field; mention the area/field of research
- **Duration in months** – Minimum 24 to Maximum 36 months. Alpha-numeric field.
- **Keywords** – Free text field, mention the keywords that are related to the project. Click on “+” button to add the Keyword.
- **Abstract of proposed work** – Free text field; should not exceed more than 600 characters. Mention the overall details of the project in short.
- **Attachment: Project Proposal** – The word document format is available on website. The proposal itself should not exceed more than 4500 characters. Mention how the project will be executed and the description of the project in detail and the steps for the same. Images can be added too. The file size should not exceed more than 1MB.

The screenshot displays a multi-step form for project details. At the top, a progress bar shows five steps: Applicant Details, Pair Details, Project Details (current step), Financial Overview, and Pair Project Details. Below this, another row of steps includes References, Grant Details, Curriculum Vitae, Attachments, and Declaration.

The 'Project Details' section contains the following fields:

- Title of project***: A text input field.
- Broad area of research***: A text input field.
- Duration in months (Min 24 Max 36)***: A text input field with a hint: "Min -24 months and Maximum - 36 months."
- Keywords***: A text input field with a blue "+" button to add keywords and a red "x" button to remove them.
- Abstract of proposed work (Max. 600 characters without space)***: A rich text editor with a toolbar containing various formatting options (bold, italic, underline, strikethrough, text color, background color, font size, font face, bulleted list, numbered list, indent, outdent, link, unlink, image, table, link icon, unlink icon, undo, redo, print, help). Below the editor, it shows "body p" and "Total characters : 0".
- Attachment: Project Proposal**: A file upload section with a "Choose File" button, the text "No file chosen", and a green "Upload" button.

At the bottom right, there are two buttons: "← Previous" and "✓ Save and Next".

11. Fill out the “Financial Overview” and click on “Save and Next”.

- **Description** – Alphabetic field, add the name against which the amount is to be filled for 3 years
- **Year 1, Year 2 & Year 3** – Numeric field, add the amount in each year.
- Click on “+” button to add more line items.

German awardee -

- Travel (including visa fee and insurance) approximately € 1500.
- Project cost up to € 14500/year (including consumables, contingency and per diem @ € 2300/month in India).

IIT Bombay

Consumables

S.No.	Description	Year-1	Year-2	Year-3	
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="+"/>

12. Enter the “Pair Project Details” and click on “Save and Next”

- **Title of the Project** - Free text field; add the title of the Pair project.
- **Abstract** – Free text field; maximum characters allowed are 700. Enter details of the pair project. Pair project details pertain to the project with which the applicant will engage in collaboration. This provides brief about collaborating partner’s proposed project and the complementary objectives.

Pair project details pertain to the project with which the applicant will engage in collaboration.

Title *

Abstract(max 700 characters without space) *

To use RTF more efficiently, make sure you write your content in word document first and then copy paste here

Rich text editor toolbar: B, I, U, S,

13. Enter the “References” and click on “Save and Next”.

- **Name** – Free text field; name of the person given as reference
- **Designation** – Free text field; the designation or position of the person
- **Organisation/Institute**- Name of the organization/ Institution in which the person is working
- **Phone** – Numeric field; contact details for emergency
- **Email ID** - Alpha-numeric field. The email address should contain xyz@domain-name.com
- Click on “+” button to add more contact references.

S.No.	Name *	Designation *	Organisation/Institute *	Phone	Email *	+
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="x"/>

14. Fill out the “Grant Details” and click on “Save and Next”

- Add details of projects/grants handled by the applicant
- **Title of the project** - Free text field, add the title of the project
- **Funding Agency** – Free text field, add the source of funding for the project.
- **Currency** – Drop down option, Select between “INR & EURO”. If it is Indian currency (Rupees) then select INR, else Euros.
- **Budget** – Budget awarded in the project.
- **Date (Start & End)** – Free text field, add the date in the format of DD/MM/YYYY
- **Role in the Project** – Free text field, add the applicant role in the project.
- Click on “+” button to add more details.

Kindly add the details of the project/grant handled by you.

No.	Title of the project	Funding Agency	Currency	Budget	Start Date (DD/MM/YYYY)	End Date (DD/MM/YYYY)	Role in the project	+
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="x"/>				

15. Fill in the “Curriculum Vitae” and click on “Save and Next”
- a. **Basic Details** – These details will be auto-filled.
 - b. **Education**
 - **Degree** – Text field, enter the name of degree
 - **Specialization** – Text field, enter the specialization subject for the degree obtained.
 - **Institution** – Free text field, Name of the institution/College from which degree is obtained
 - **Year (Start & End)** - Free text field, add the date in the year format YYYY
 - Click on “+” button to add more details.
 - c. **Employment**
 - **Organization** – Free text field, Name of the Institution/Organization in which applicant is working
 - **Position** – Free text field, Designation of the applicant
 - **Year (Start & End)** - Free text field, add the date in the year format YYYY
 - Click on “+” button to add more details.
 - d. **List of Publications** – Free text field. If the project was published in any publication, journals or magazines, mention the same. Limit to inclusions relevant to the proposed project or accorded in the past 5 years.
 - e. **List of Patents filled/granted** – Free text field. If the project has received any Patent or grants or has applied for patent or grant, mention the details of the same. Limit to inclusions relevant to the proposed project or accorded in the past 5 years.
 - f. **Book Chapters/Monographs** – Free text field. If the project was mentioned in any book or as a monograph, mention the details of the same. Limit to inclusions relevant to the proposed project or accorded in the past 5 years.
 - g. **Any other notable achievements** – Free text field. Mention if the project has received any award or achievement or any mentions. Limit to inclusions relevant to the proposed project or accorded in the past 5 years.

16. Add the “Attachments” and click on “Save and Next”. The Document should not be more than 1 MB. Click on “Choose File”, select the file and click on “Upload”.

- Acceptance letter – Letter from the host accepting the applicant to do collaborative project work.
- No Objection letter – Letter from parent organization (NOC) for working on the project.

Applicant Details Pair Details Project Details Financial Overview Project Project Details

References Grant Details Curriculum Vitae Attachments Declaration

● Kindly upload all the documents in a pdf with maximum size of 1 MB
● Click on upload button to upload the documents

Acceptance letter from the pairing collaborator on an official letter head with signature and seal.
Upload in pdf format with size less than 1 mb*

No objection certificate/ Endorsement letter from the present organization of the applicant.
Upload in pdf format with size less than 1 mb*

Choose File | No file chosen | Upload

Choose File | No file chosen | Upload

← Previous ✓ Save and Next

17. Fill the “Declaration” form by uploading the “Signature” and click on “Submit”. The signature file should be between 5 kb to 30 kb size.

Applicant Details Pair Details Project Details Financial Overview Pair Project Details

References Grant Details Curriculum Vitae Attachments Declaration

● Click on upload button to upload the signature

DECLARATION

I ISHA GOEL hereby declare that the information furnished above is true, complete and correct to the best of my knowledge and belief. I understand that in the event of the information given by me found false or incorrect at any stage, my application/proposal shall be liable to cancellation without notice or any compensation in lieu thereof.

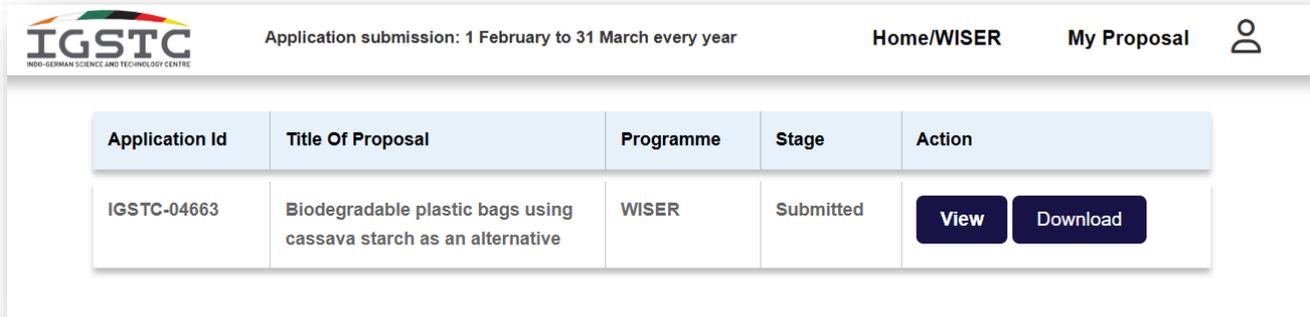
Date: 28-01-2025

Signature (jpg/jpeg, 5 kb-30 kb)

Choose File | No file chosen | Upload

← Previous ✓ Save as Draft ✓ Submit

18. Your application has been submitted at this stage. You can view your application in “My Proposal” option which is given above.



The screenshot displays the IGSTC (Indo-German Science and Technology Centre) application submission portal. At the top left is the IGSTC logo. The header includes the text "Application submission: 1 February to 31 March every year", navigation links for "Home/WISER" and "My Proposal", and a user profile icon. Below the header is a table with the following data:

Application Id	Title Of Proposal	Programme	Stage	Action
IGSTC-04663	Biodegradable plastic bags using cassava starch as an alternative	WISER	Submitted	View Download