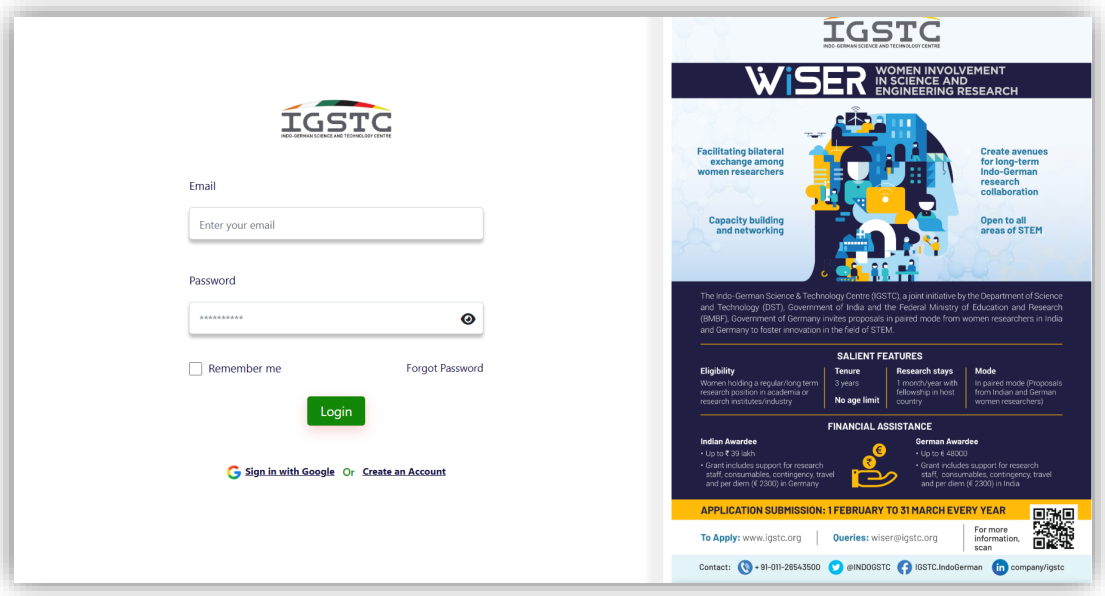
IGSTC WISER – User Manual

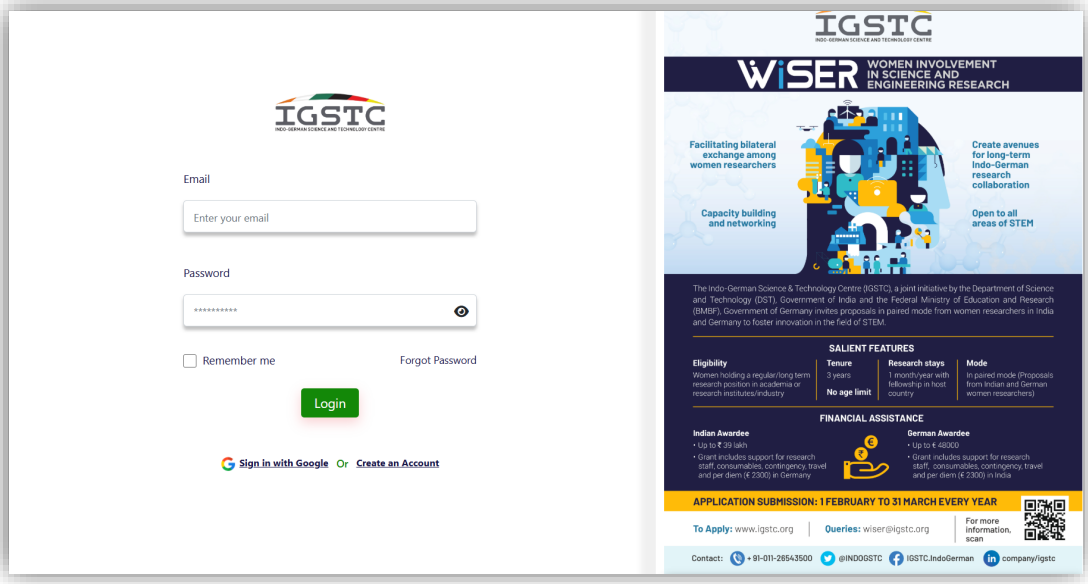
Note - Kindly note the below process flow for the application process is symbolic to give a sense of the application portal. The below information is subject to change without any notice. The most updated information will be exactly in the application portal.

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

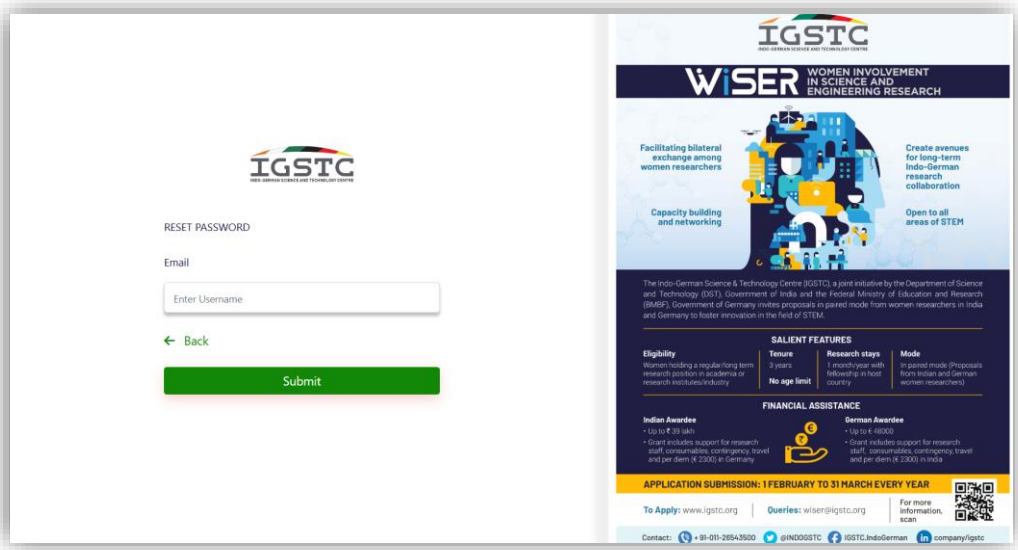


2. If you are an existing user, Enter your Email ID and Password. If you have forgotten the password.
   Screen 1. Click on “Forgot Password”.
   Screen 2. Enter your Email ID and click on “Submit”
   Screen 3. You will receive an Email to reset your password, press on “Click Here”
   Screen 4. Enter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

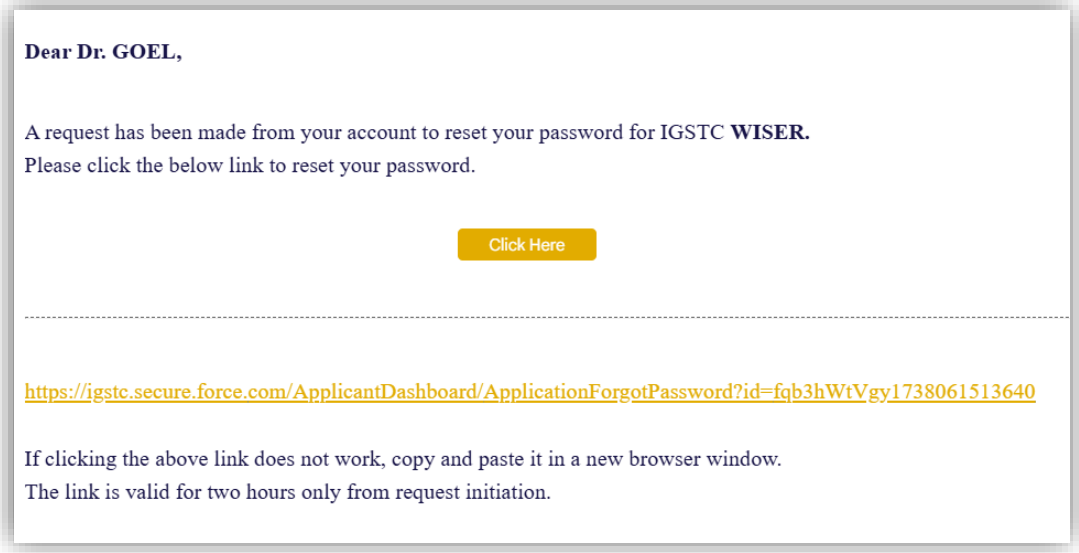
Screen 1.



Screen 2.



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

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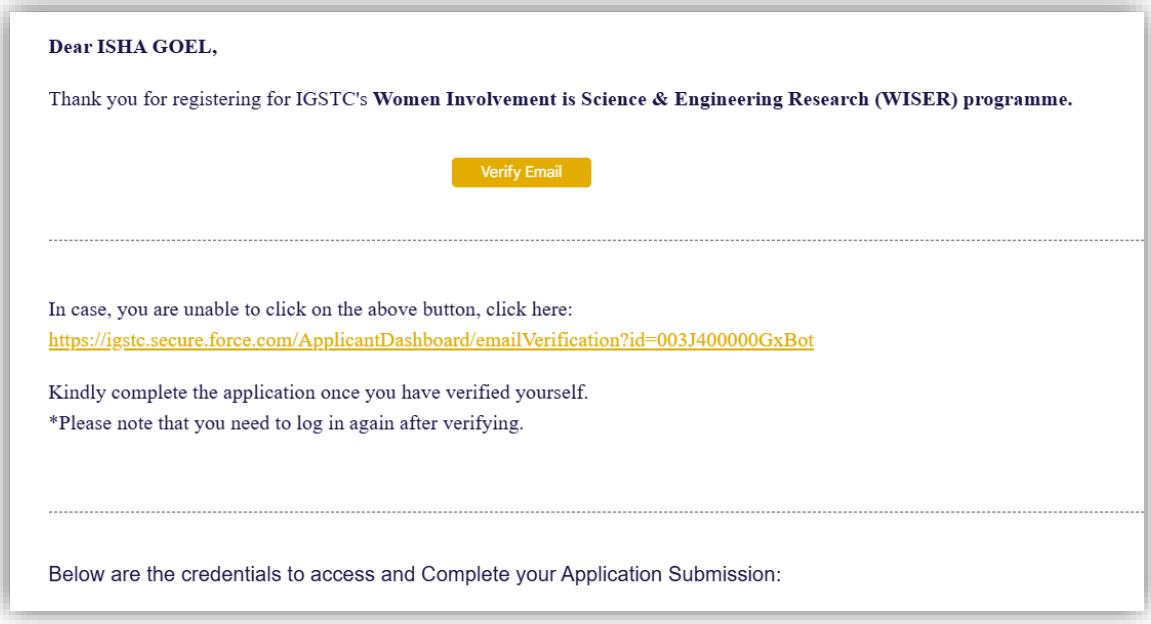
https://igstc.secure.force.com/ApplicantDashboard/ApplicationForgotPassword?id=fqb3hWtVgy1738061513640

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.

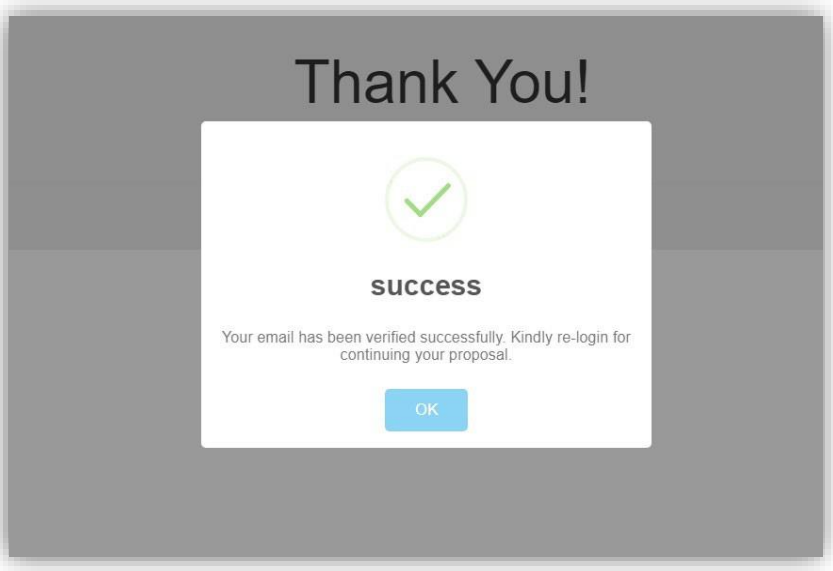
Screen 4.

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.

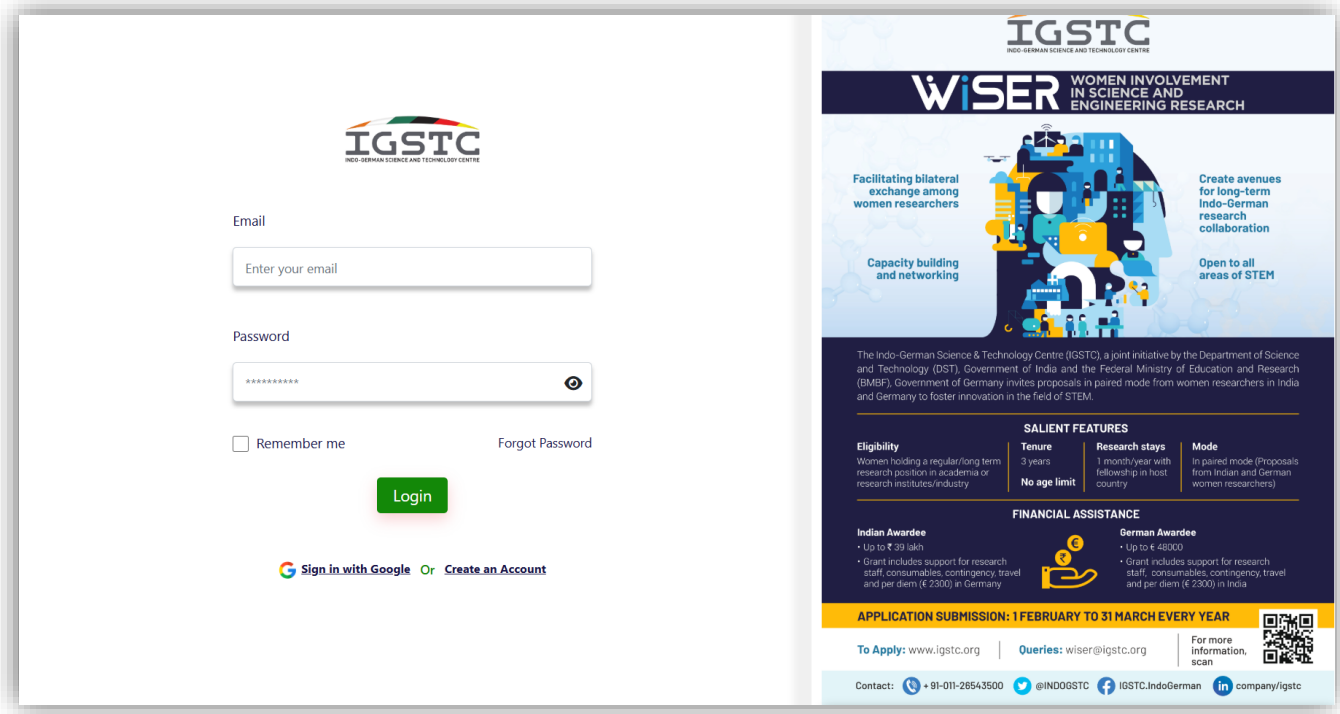
4. Once you register, you will receive a verification email. Click on “Verify Email” button to verify your Email.



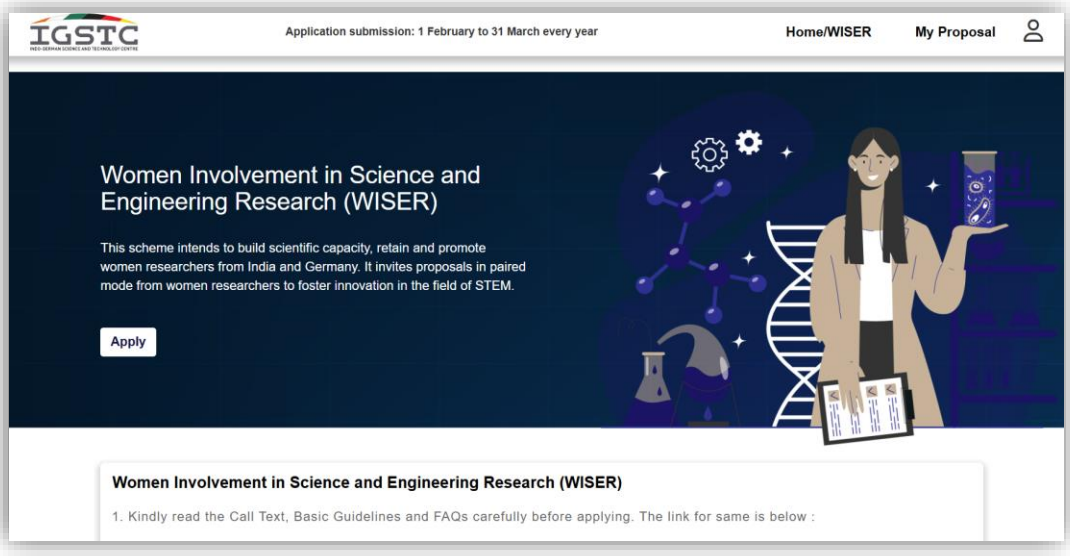
5. “Thank you” page will open once you verify your email, and your account will be verified.



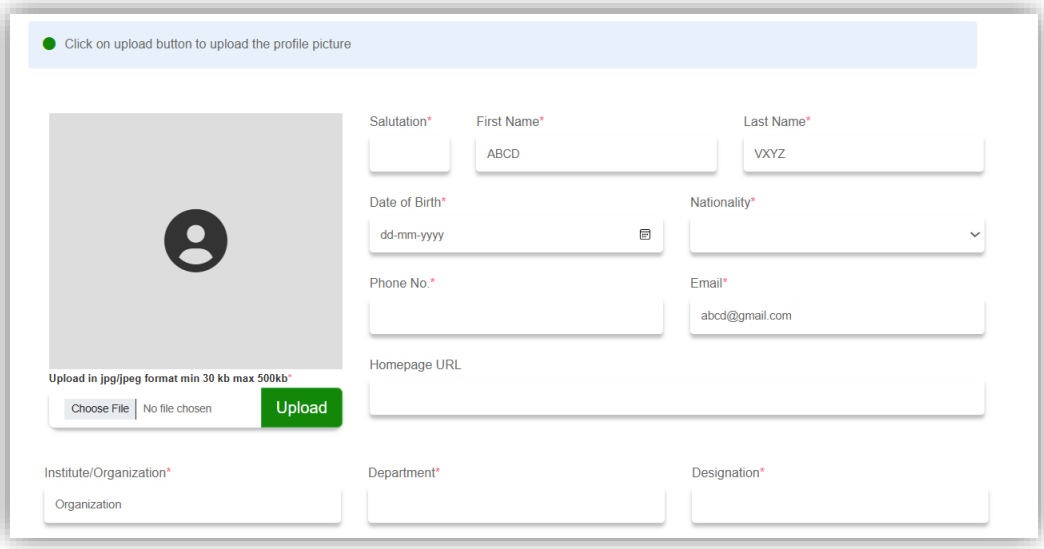
6. Login with your registered Email ID and Password and click on “Login” button.
   - **Email Address** – This should be the same Email address, that was entered at the time of registration and the email id on which verification email was received.
   - **Password** – A special character password that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

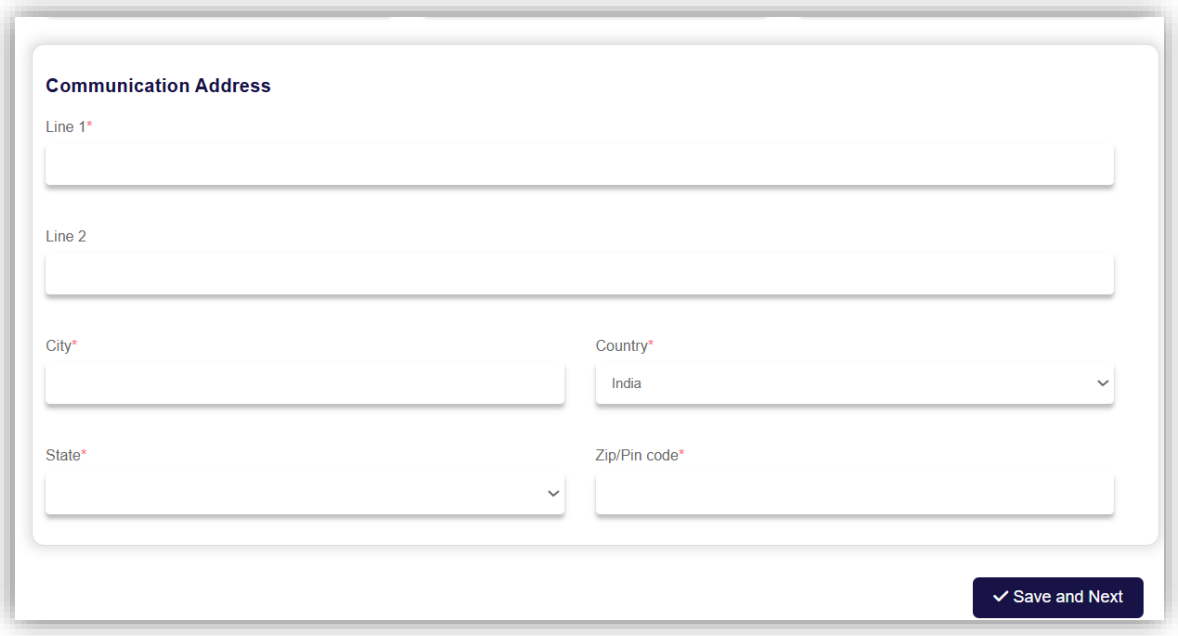


7. Click on “Apply” to proceed with your application.

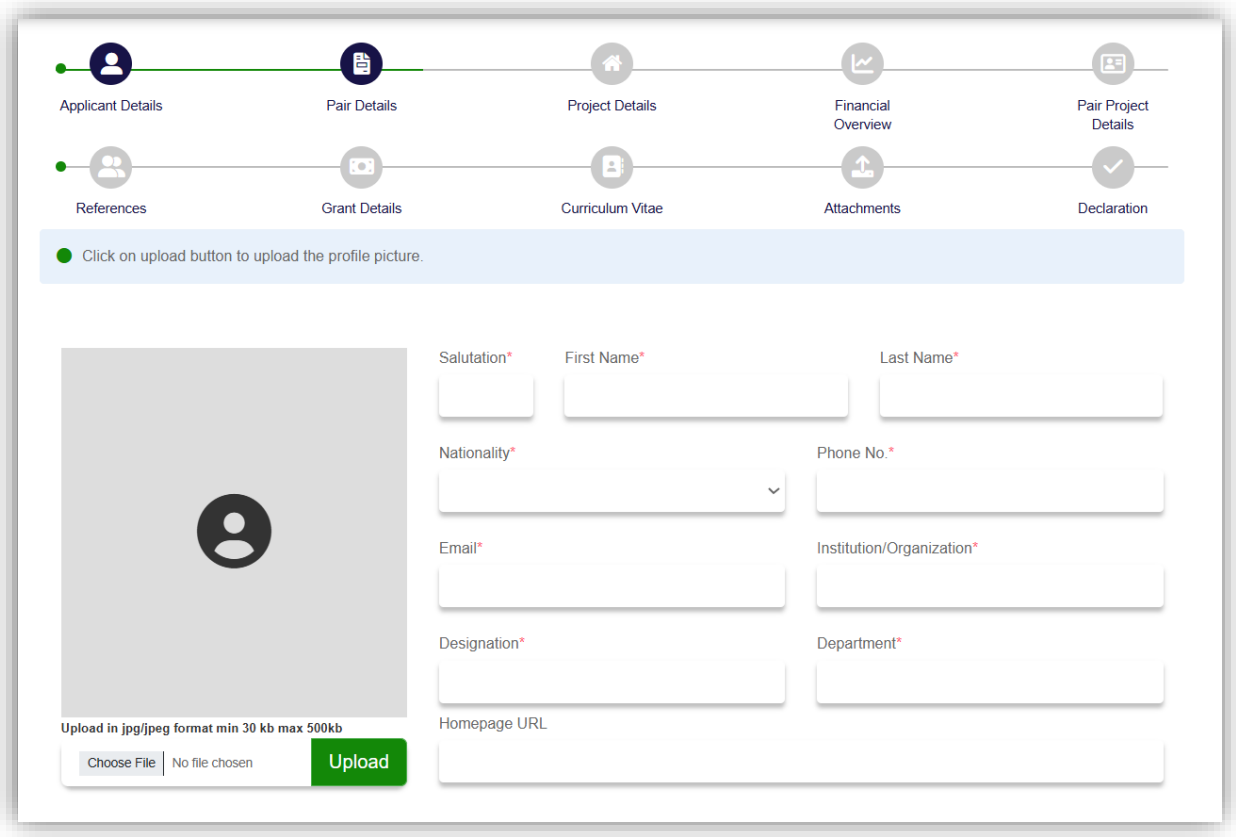


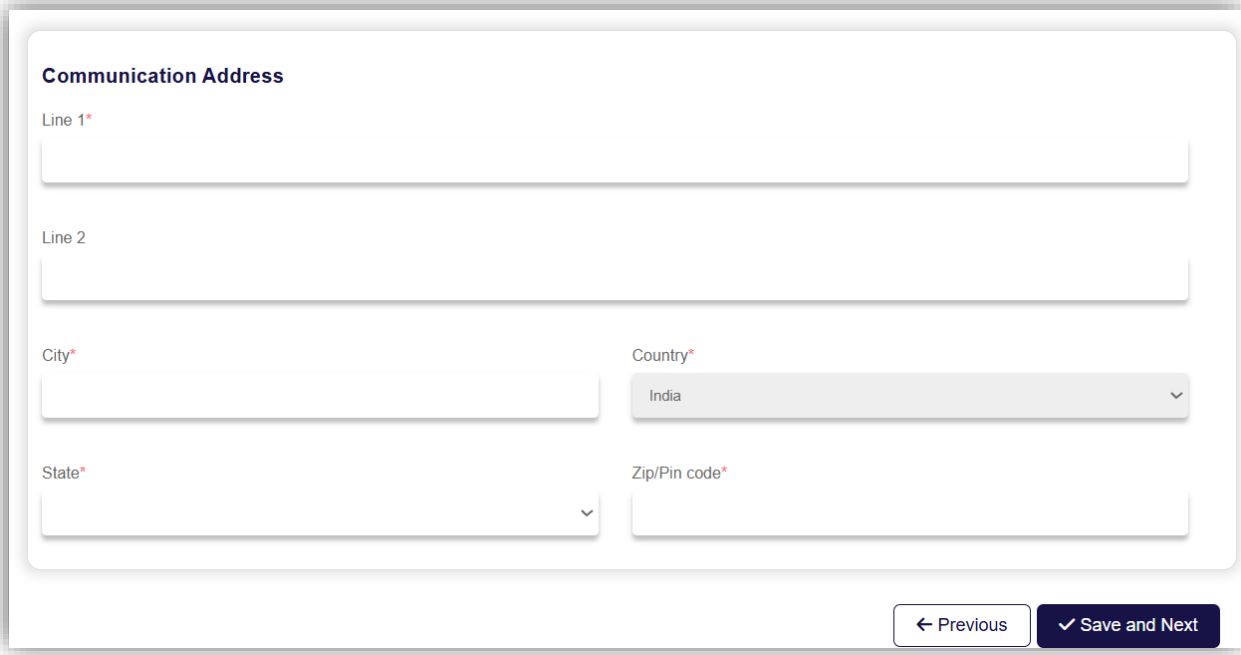
8. Fill out the "Applicant Details" and click on "Save and Next"
    - **Auto Fill** – First Name, Last Name & Email ID will be Auto filled.
    - **Date of Birth** – Drop down option is available in this section, select the Year, Month and Date.
    - **Gender** – Select from drop down option i.e Male, 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.



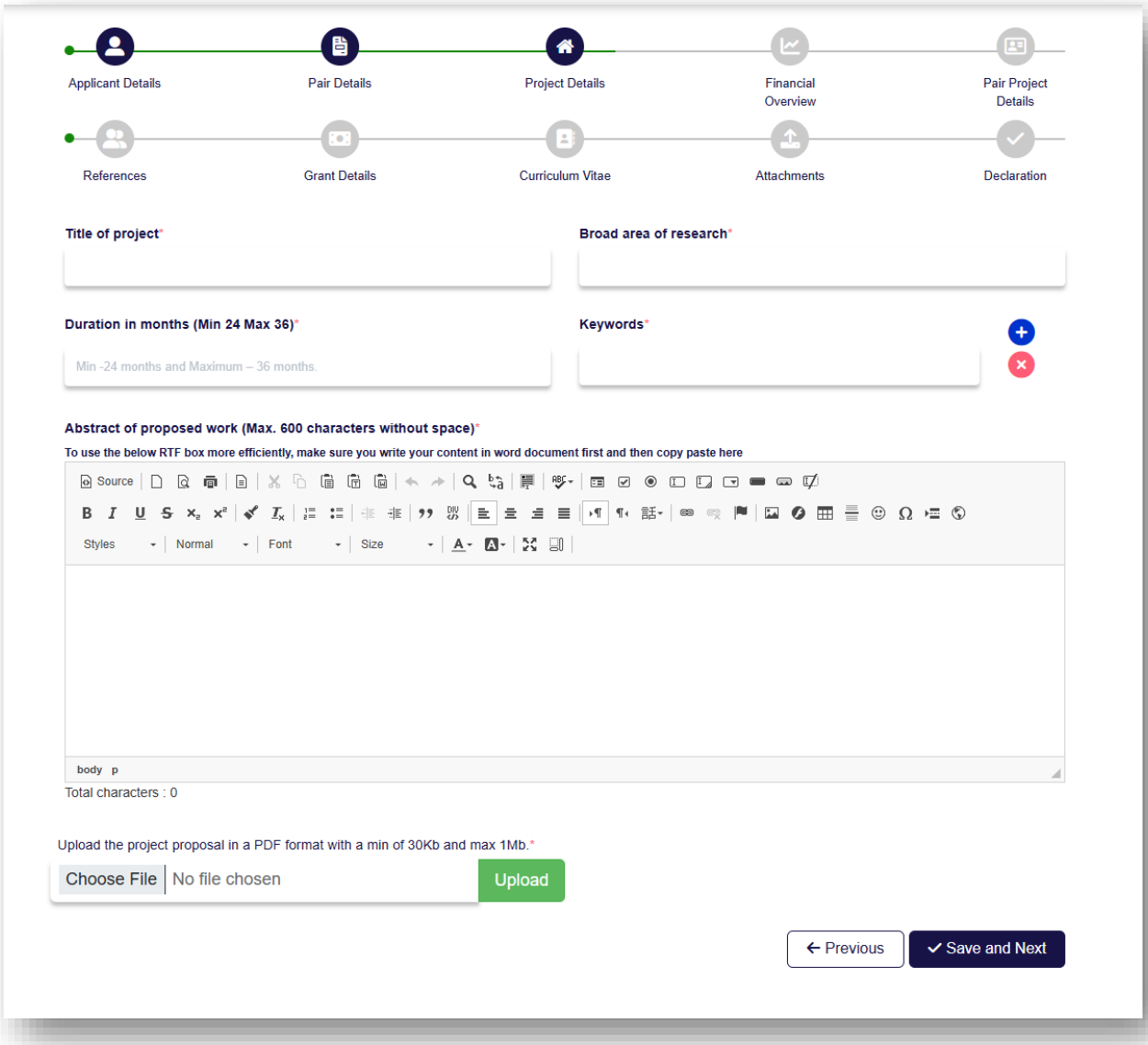


9. Fill out the “Pair Details” and click on “Save and Next”
    - If the Applicant is from India, the Pair should be from Germany
    - If the Applicant is from Germany, the Pair should be from India
    - **Name (First & Last Name)** - Alphabetic fields. Name should be same as mentioned on other documents
    - **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.

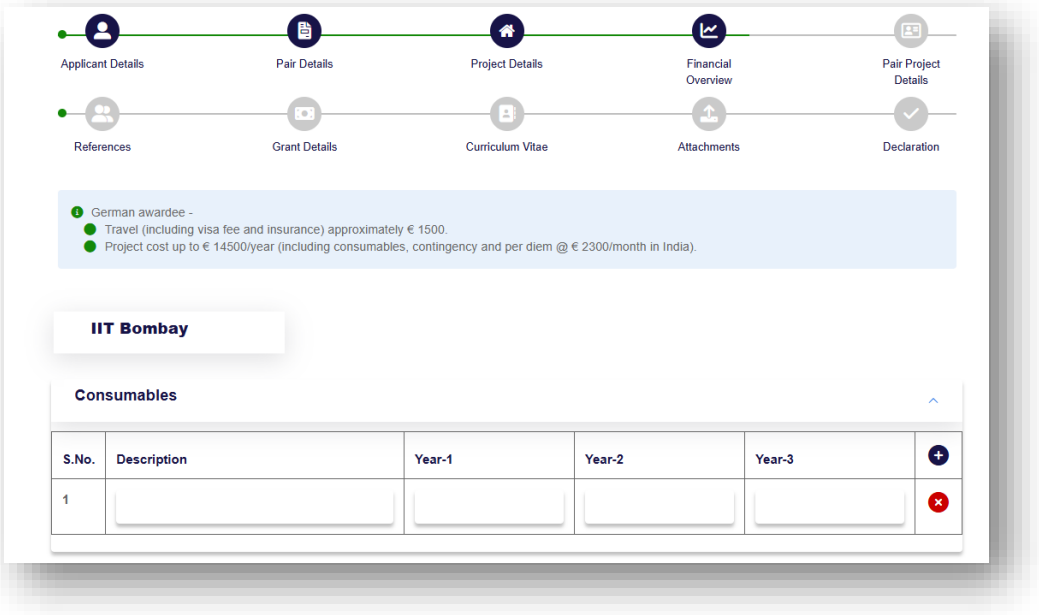

Applicant Details
Pair Details
Project Details
Financial Overview
Pair Project Details
References
Grant Details
Curriculum Vitae
Attachments
Declaration
Click on upload button to upload the profile picture.
Salutation*
First Name*
Last Name*
Nationality*
Phone No.*
Email*
Institution/Organization*
Designation*
Department*
Homepage URL
Upload in jpg/jpeg format min 30 kb max 500kb
Choose File
No file chosen
Upload


Communication Address
Line 1*
Line 2
City*
Country*
India
State*
Zip/Pin code*
Previous
Save and Next

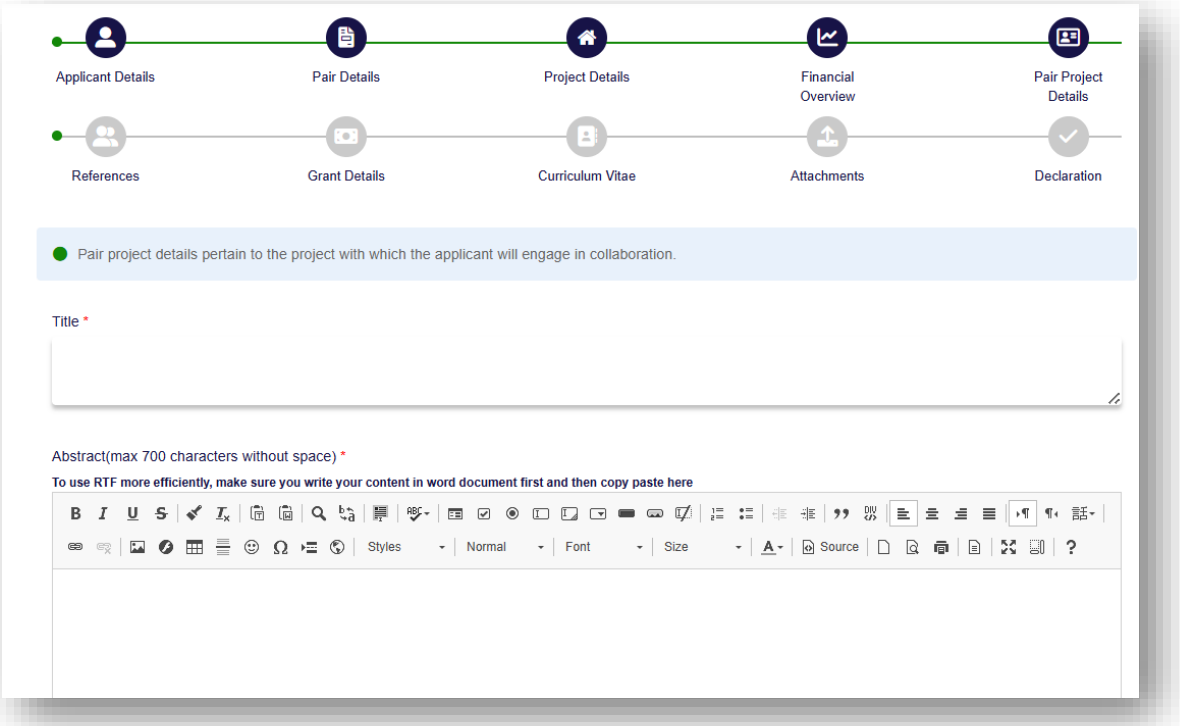
10. Fill out the “Project Details”, attach the Image/Diagram/Chart (if any) and click on “Save and Next”.
    - **Title of the Project** - Free text field; add the title of the project through which the project will be known.
    - **Broad area of research** – Free text field; mention the area/field 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.



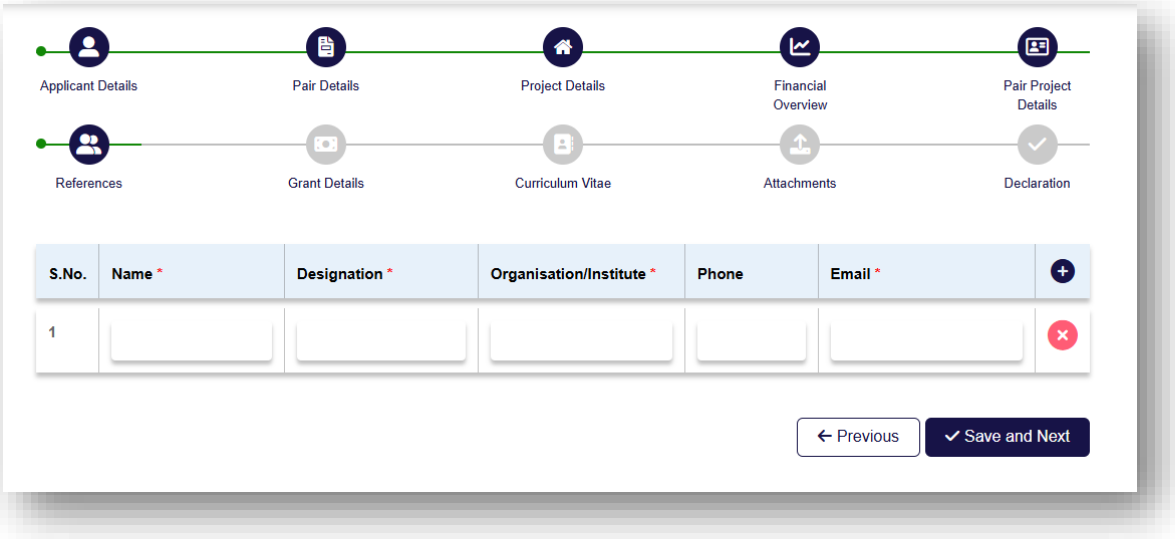
11. Fill out the “Financial Overview” and click on “Save and Next”.
    - **Description** – Alphabetic field, add the name against which the amount is to be filled for 3 years
    - **Year 1, Year 2 & Year 3** – Numeric field, add the amount in each year.
    - Click on “**+**” button to add more line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



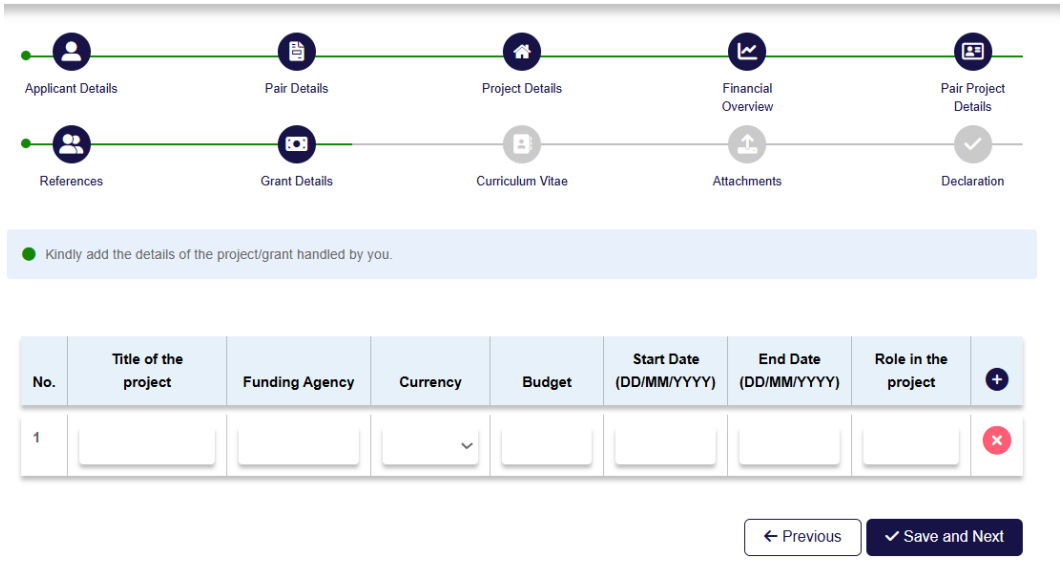
12. Enter the “Pair Project Details” and click on “Save and Next”
    - **Title of the Project** - Free text field; add the title of the Pair project.
    - **Abstract** – Free text field; maximum characters allowed are 700. Enter details of the pair project. Pair project details pertain to the project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



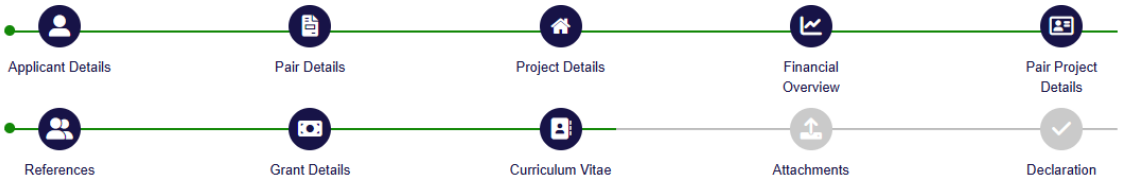
13. Enter the “References” and click on “Save and Next”.
    - **Name** – Free text field; name of the person given as reference
    - **Designation** – Free text field; the designation or position of the person
    - **Organisation/Institute**- Name of the organization/ Institution in which the person 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.



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.



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.



Basic Details

First Name
ISHA

Last Name
GOEL

Email
ishagoel243@gmail.com

Phone
123456789

Education

Degree *	Institution *	Specialization *	Start Year *	End Year *

Employment

Organization *	Position *	Start Year *	End Year *

List Of Publications

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

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List Of Patents Filed/Granted

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

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Book Chapters/Monographs

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

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Any Other Notable Achievements

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

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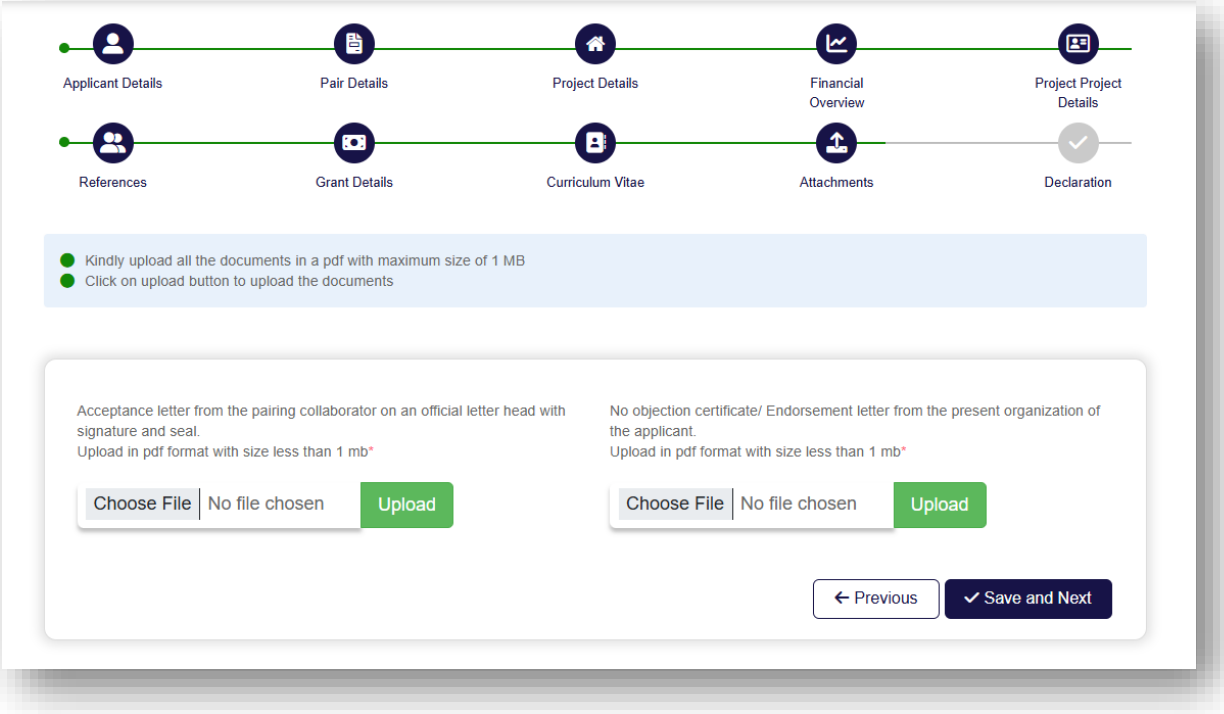
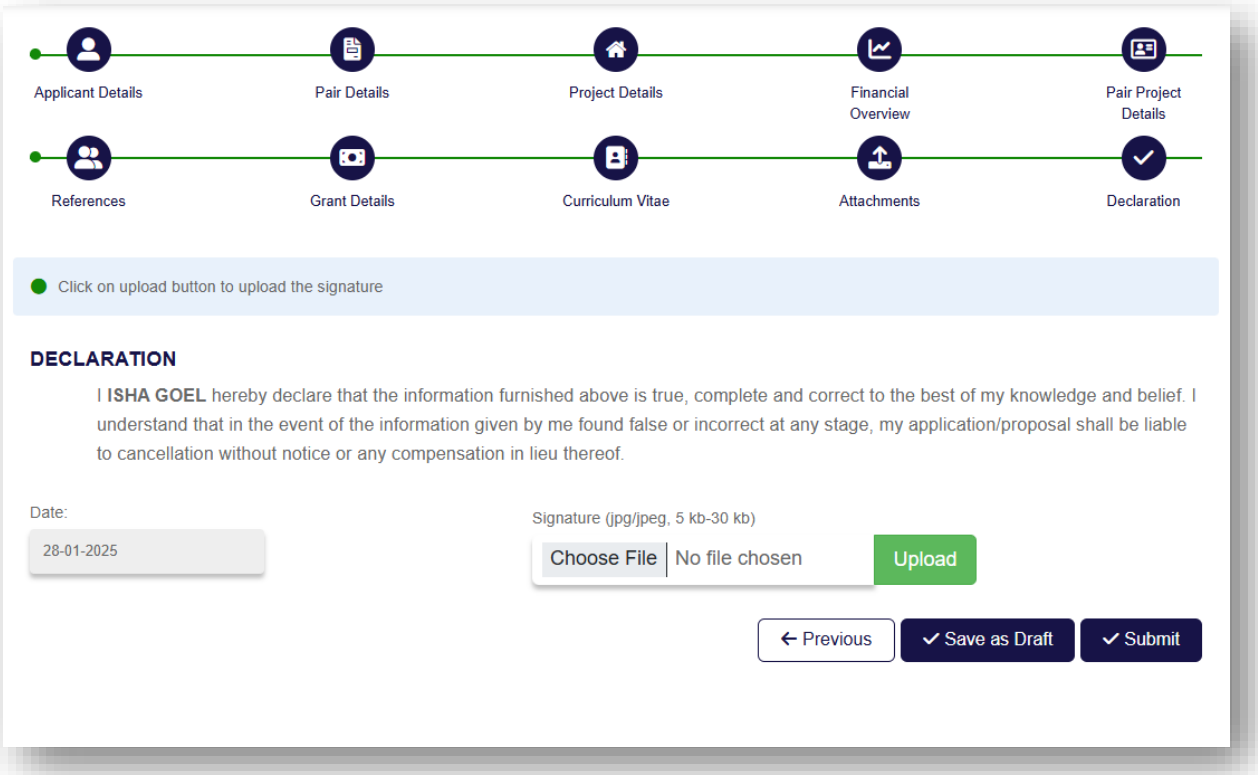
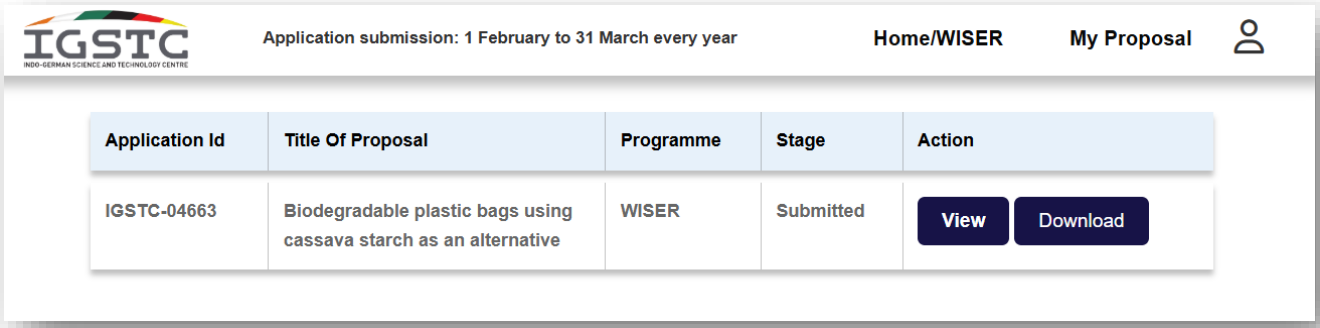
16. Add the “Attachments” and click on “Save and Next”. The Document should not be more than 1 MB. Click on “Choose File”, select the file and click on “Upload”.
    - Acceptance letter – Letter from the host accepting the applicant to do collaborative project work.
    - No Objection letter – Letter from parent organization (NOC) for working on the project.



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.



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