IGSTC WISER - User Manual

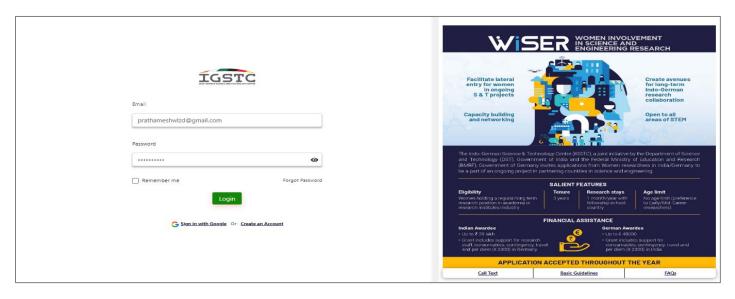
Note - Kindly note the below process flow for the application process is symbolic to give a sense of the application portal. The below information is subject to change without any notice. The most updated information will be exactly in the application portal.

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

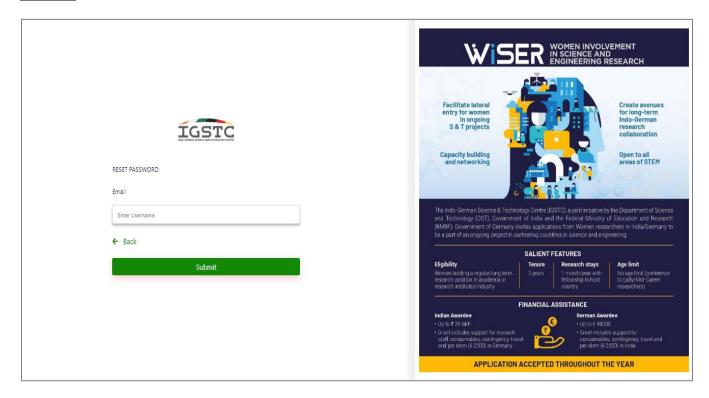


- 2. If you are an existing user, Enter your Email ID and Password. If you have forgotten the password.
 - Screen 1. Click on "Forgot Password".
 - Screen 2. Enter your Email ID and click on "Submit"
 - Screen 3. You will receive an Email to reset your password, press on "Click Here"
 - Screen 4. Enter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

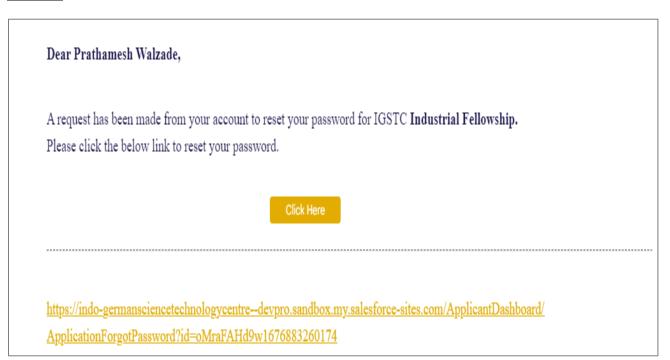
Screen 1.



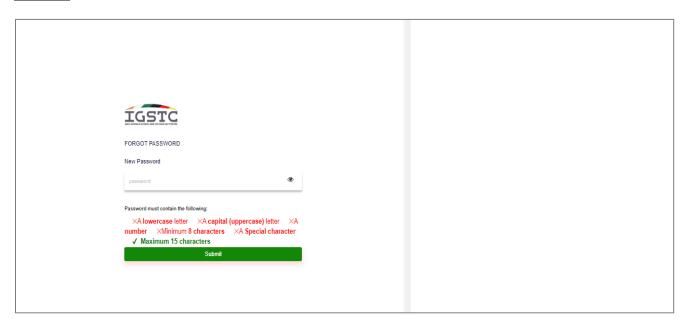
Screen 2.



Screen 3.



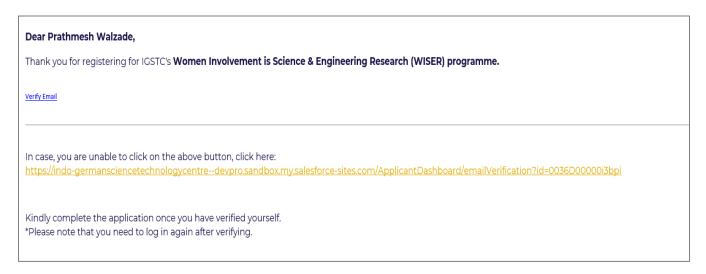
Screen 4.



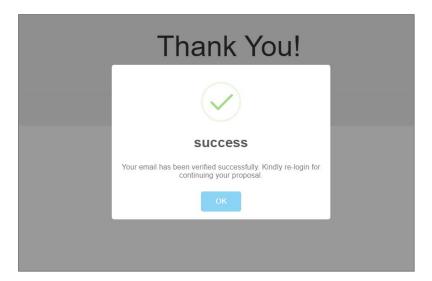
- 3. Fill out the registration details as mentioned in the form and click on "Submit" button.
 - First Name & Last Name Alphabetic fields. Name should be same as mentioned on other documents
 - Institution Organization Alpha-numeric field. Enter the name of your company or organization you are associated 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.



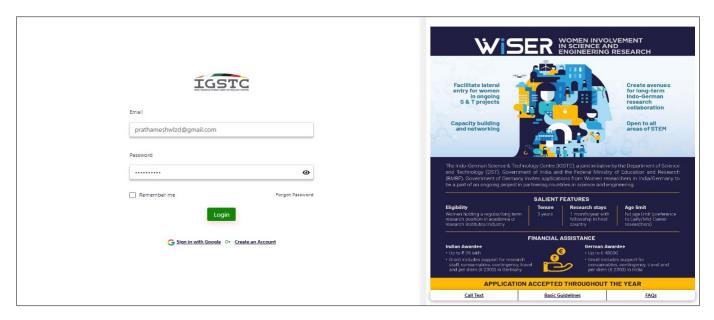
4. Once you register, you will receive a verification email. Click on "Verify Email" button to verify your Email.



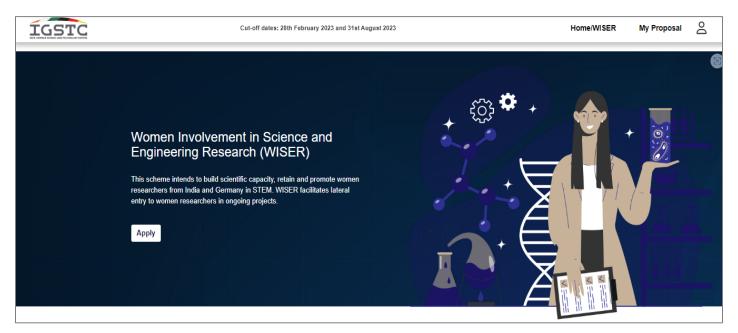
5. "Thank you" page will open once you verify your email, and your account will be verified.



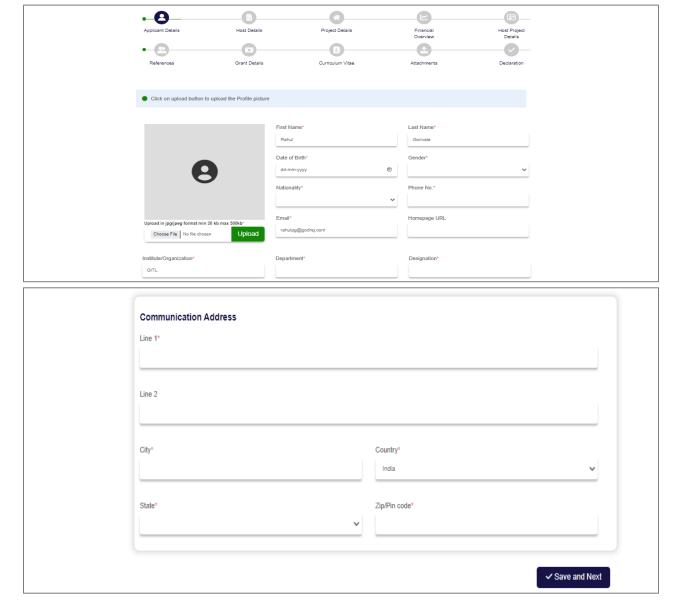
- 6. Login with your registered Email ID and Password and click on "Login" button.
 - **Email Address** This should be the same Email address, that was entered at the time of registration and the email id on which verification email was received.
 - **Password** A special character password that was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



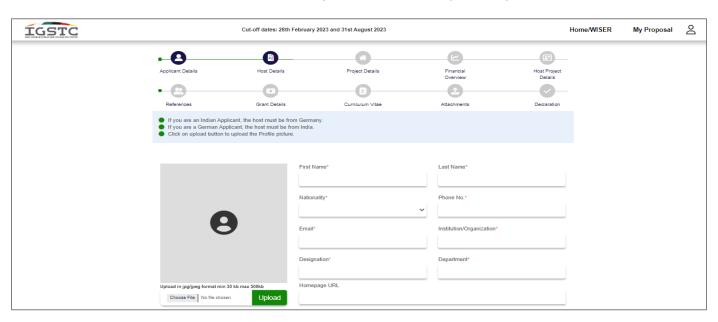
7. Click on "Apply" to proceed with your application.

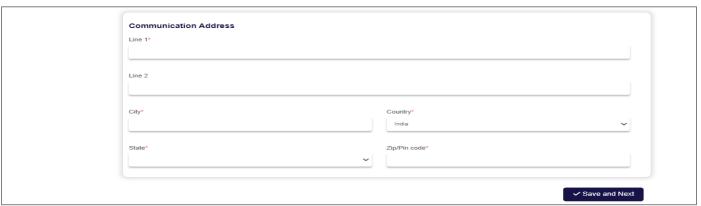


- 8. Fill out the "Applicant Details" and click on "Save and Next"
 - Auto Fill First Name, Last Name & Email ID will be Auto filled.
 - Date of Birth Drop down option is available in this section, select the Year, Month and Date.
 - **Gender** Select from drop down option i.e Male, Female or Other
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

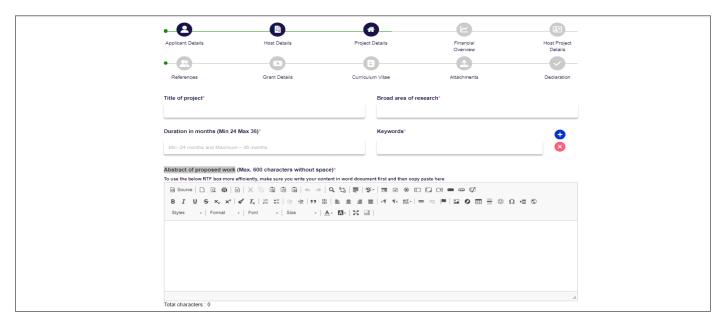


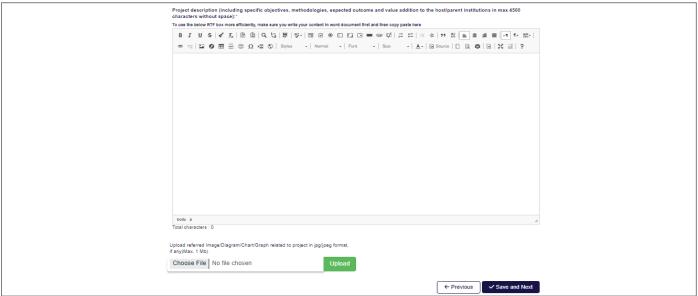
- 9. Fill out the "Host Details" and click on "Save and Next"
 - If the Applicant is from India, the Host should be from Germany
 - If the Applicant is from Germany, the Host should be from India
 - Name (First & Last Name) Alphabetic fields. Name should be same as mentioned on other documents
 - Email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



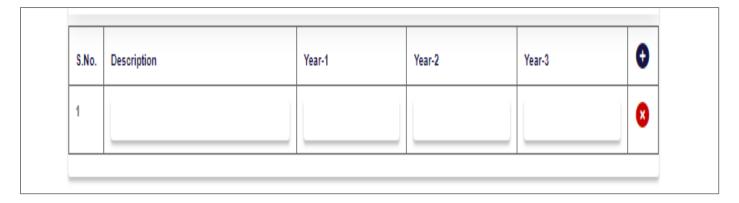


- 10. Fill out the "Project Details", attach the Image/Diagram/Chart (if any) and click on "Save and Next".
 - Title of the Project Free text field; add the title of the project through which the project will be known.
 - Broad area of research Free text field; mention the area/field of research
 - Duration 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.
 - Work plan Free Text field; 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.
 - Attachment Attach the file in image/pdf format, the file size should not exceed more than 1MB.

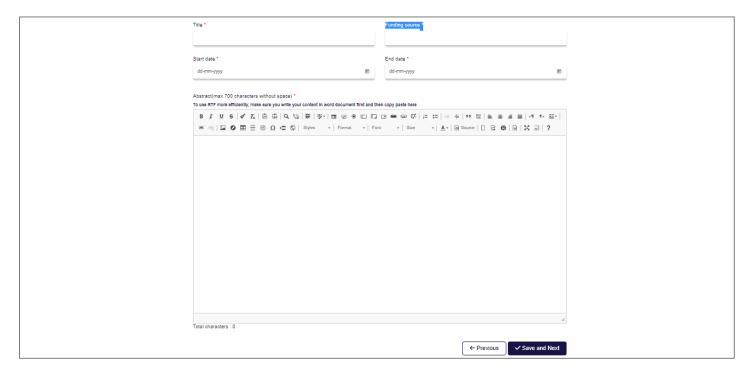




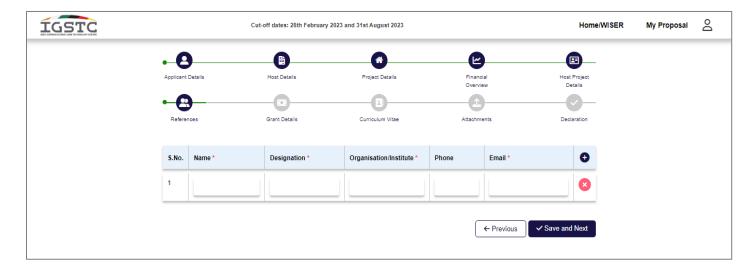
- 11. Fill out the "Financial Overview" and click on "Save and Next".
 - **Description** Alphabetic field, add the name against which the amount is to be filled for 3 years
 - Year 1, Year 2 & Year 3 Numeric field, add the amount in each year.
 - Click on "+" button to add more line items.



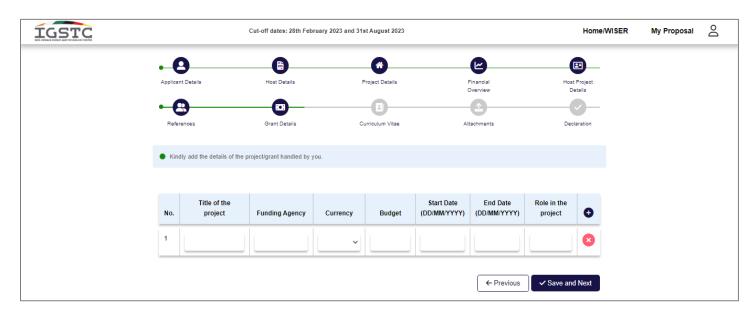
- 12. Enter the "Host Project Details" and click on "Save and Next"
 - Title of the Project Free text field; add the title of the host project
 - Funding Source Free text field; enter the source of funding for the project.
 - Date (Start & End) Drop down option is available in this section, select the Year, Month and Date.
 - Abstract Free text field; maximum characters allowed are 700. Enter details of the host project



- 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"
 - Details of project/grant 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.
 - Date (Start & End) Free text field, add the date in the format of DD/MM/YYYY
 - **Currency** Drop down option, Select between "INR & EURO". If it is Indian currency (Rupees) then select INR, else Euros.
 - Role in the Project Free text field, add the applicant role in the project.
 - Click on "+" button to add more details.



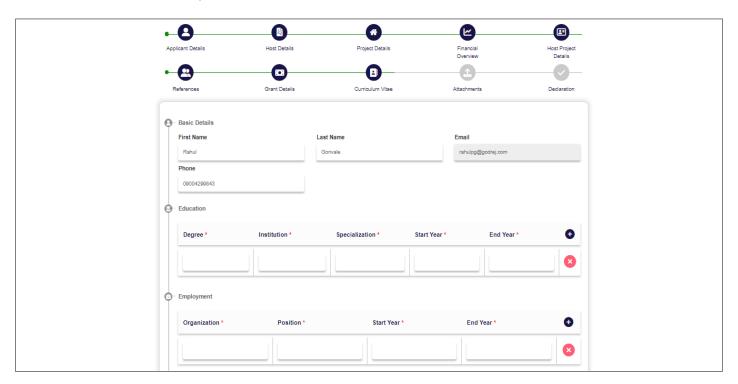
- 15. Fill in the "Curriculum Vitae" and click on "Save and Next"
 - a. Basic Details These details will be auto-filled.

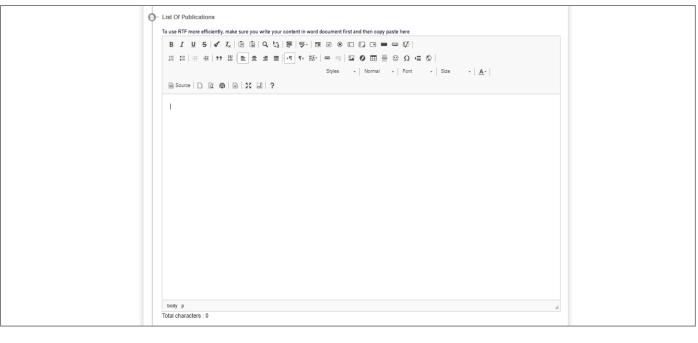
b. Education

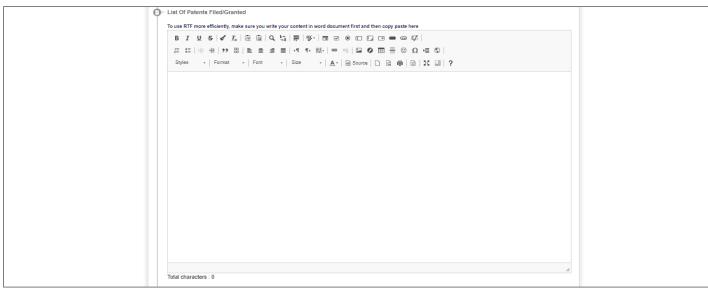
- **Degree** Text field, enter the name of degree
- Specialization Text field, enter the specialization subject for the degree obtained.
- Institution Free text field, Name of the institution/College from which degree is obtained
- Year (Start & End) Free text field, add the date in the year format YYYY
- Click on "+" button to add more details.

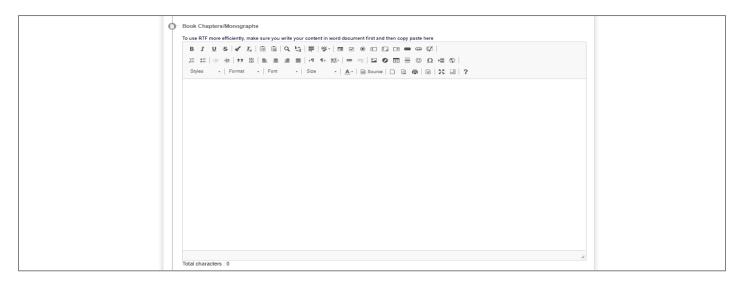
c. Employment

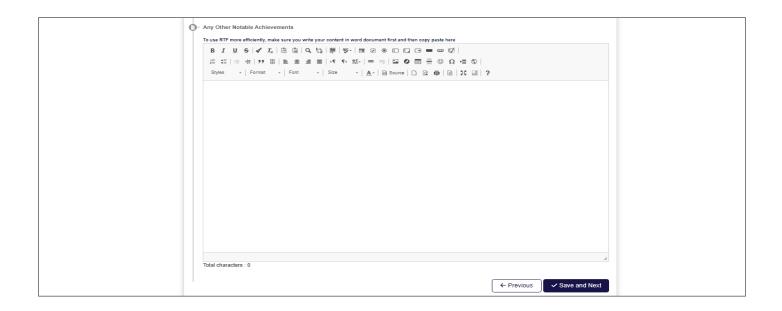
- Organization Free text field, Name of the Institution/Organization in which applicant is working
- **Position** Free text field, Designation of the applicant
- Year (Start & End) Free text field, add the date in the year format YYYY
- Click on "+" button to add more details.
- d. **List of Publications** Free text field. If the project was published in any publication, journals or magazines, mention the same.
- 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.
- 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
- g. **Any other notable achievements** Free text field. Mention if the project has received any award or achievement or any mentions.



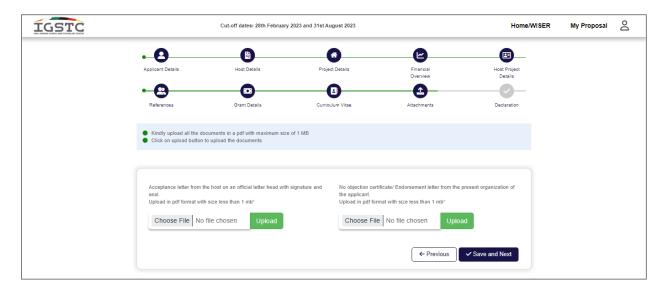




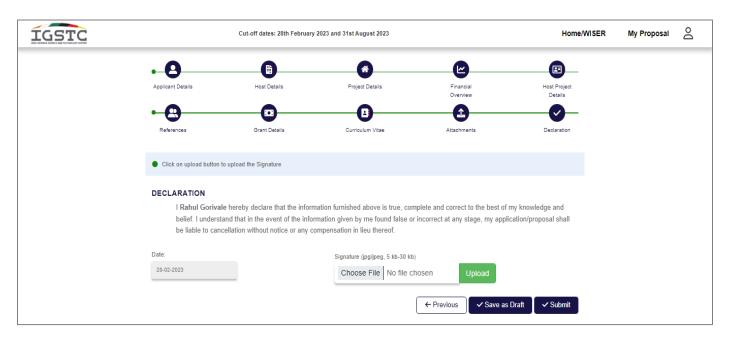




- 16. Add the "Attachments" and click on "Save and Next". The Document should not be more than 1 MB. Click on "Choose File", select the file and click on "Upload".
 - Acceptance letter Letter from the host accepting the applicant to do collaborative project work.
 - No Objection letter Letter from parent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

