

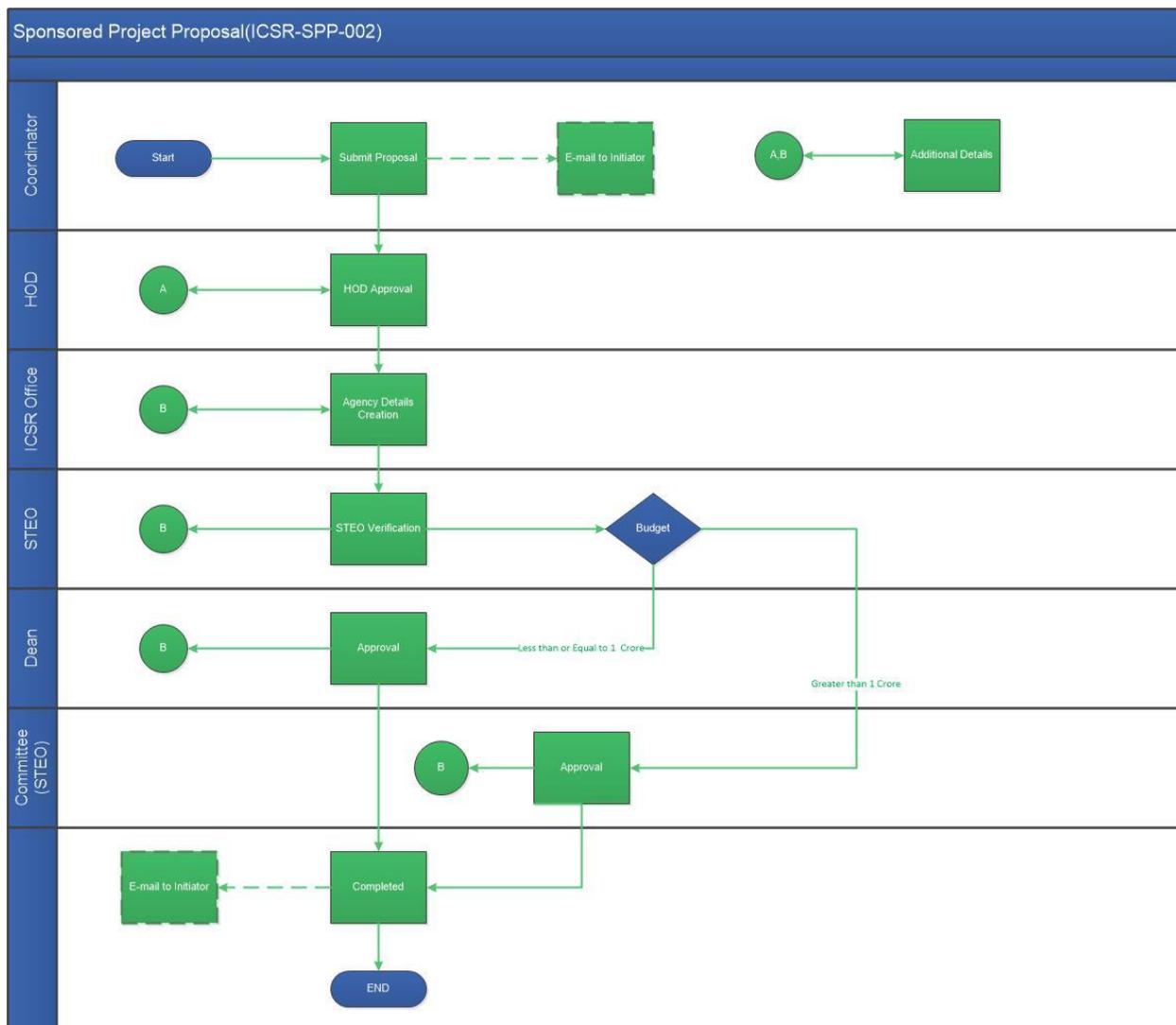
# NEW SPONSORED PROJECT

## OVERVIEW

### 1.1 Scope

This process describes the procedure involved by the faculty in submitting the New Sponsored Project Application.

### 1.2 Process Flow



## 2.2.1 Process Description

### 2.2.1.1 Key Information Captured

The following are the Key Fields in this process.

1. Proposal Details
  - Project Type
  - Project Title
  - Scope and Objective
  - Deliverables
  - Name of the Agency
  - Duration in Months
  - Proposed Value
  - Co-Investigator Required
  - Other Institution Required
2. Budget Details
3. Document
4. Infrastructural Facilities

### 2.2.1.2 Functional Specifications

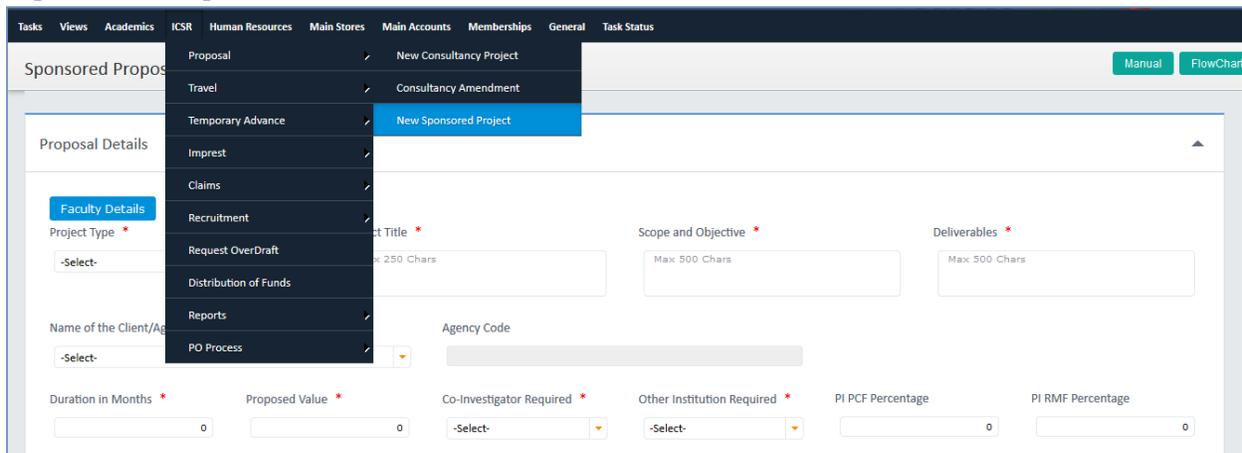
1. When the user invokes the ‘NewSponsored Project’ process, the system generates the ‘Sponsored Proposal’ details screen.
  - This screen enables the Faculty and Dealing Assistant to enter the SponsoredProject in the ICSR Module.
2. System allows the user to enter the proposal details such as
  - Project Type: Project Type can be selected from the drop down menu.
  - Project Title: System allows the user to enter the ‘Project Title’ in the project title text field.
  - Scope and Objective: System allows the user to enter the ‘Scope and Objective’ in the required text field.
  - Deliverables: System allows the user to enter the ‘Deliverables’ in the Deliverables text field
  - Name of the Agency: Agency Name is selected from the drop down. By selecting the agency name ‘Agency Code’ is autopopulated.
  - Duration in Months: System allows the user to enter the ‘Duration in Months’ in the required text field.
  - Proposed Value: System allows the user to enter the ‘Proposed Value’ in the required text field.

- Co-Investigator Required: System allows the user to select ‘Co-Investigator Required’ field from the drop down menu.
  - Other Institution Required: System allows the user to select ‘Other Institution Required’ field from the drop down menu.
3. System allows the user to enter the Co-PI Details in the Co-PI grid such as
    - Dept Name: Dept name can be selected from the drop down menu.
    - CO-PI Name: CO-PI is selected from the lookup icon . By selecting the CO-PI name, the CO-PI Id will be autopopulated.
  4. System allows the user to enter the Other Institution Details in the ‘Other Institution Details’ grid by clicking on the ‘ADD’ button such as
    - Institute Name: System allows the user to enter the name of the Institution.
    - Other Co-Investigator Name: System allows the user to enter the other Co-Investigator Name.
  5. System allows the user to attach the document in the ‘Document’ grid.
  6. System allows the user to enter the details in the required fields such as ‘Salary’, ‘Equipment’, ‘Consumable’, ‘Contingencies’, ‘Travel’, ‘Others’, ‘Institute Overhead’ in the Budget Details grid.
  7. System allows the user to enter the Infrastructural Facilities details in the Infrastructural Facilities grid.
  8. System allows the user to enter remarks and submit the task.

### 2.2.1.3 User Interface Design

#### For Coordinator

When the user invokes the ‘New Sponsored Project’ process, the system generates the ‘Sponsored Proposal’ details screen.



Proposal Details

**Faculty Details**

Project Type \*  Project Title \*  Scope and Objective \*  Deliverables \*

Name of the Client/Agency/Company  Agency Code

Duration in Months \*  Proposed Value \*  Co-Investigator Required \*  Other Institution Required \*  PI PCF Percentage  PI RMF Percentage

User shall enter the proposal details such as Project Type, Project Title, Scope and Objective, Deliverables, Name of the Agency, Duration in Months, Proposed Value, Co-Investigator Required, Other Institution Required, PI PCF Percentage and PI RMF Percentage.

CO-PI Details

Dept Name \*  CO-PI Name \*   CO-PI Id  CO-PI PCF Percentage  CO-PI RMF Percentage

Records 1 / 1

User enters the Co-PI Details in the Co-PI grid such as Dept Name, CO-PI Name from the lookup, CO-PI PCF Percentage and CO-PI RMF Percentage.

Other Institution Details

Institute Name \*  Other Co-Investigator Name \*

Records 1 / 1

User enters the Other Institution Details in the ‘Other Institution Details’ grid such as Institute Name and Other Co-Investigator Name.

User shall attach the required document in the ‘Document’ grid.

User enters the details in the required fields such as Salary, Equipment, Consumables, Contingencies, Travel, Others, Institute Overhead in the ‘Budget Details’ grid.

User enters the Infrastructural Facilities details in the ‘Infrastructural Facilities’ grid.

The screenshot shows a 'Recommended Actions' section with a 'Remarks' label and a text input field containing a red asterisk. The input field is highlighted with a light blue border.

User enters the remarks in the ‘Recommended Actions’ grid and submits the task.

### **For HOD**

The screenshot displays the 'Sponsored Proposal' form. At the top right, there are 'Manual' and 'FlowC' tabs. Below the 'Recommended Actions' header, there are three options: 'Forward to ICSR' with a checked checkbox, 'Infrastructural Verified' with a disabled checkbox, and 'Return Back to PI' with a disabled checkbox. A 'Remarks' field with a red asterisk and a 'Max 500 Chars' limit is present. Below this is a 'Remarks Summary' section showing a user profile for 'Ramamurthy K' and the action 'Submit Proposal' initiated on '27-07-2016 18:14:24'.

HOD verifies the details as

User shall check either “Forward to ICSR” option and “Infrastructural verified”, to forward to next approval or “Return Back to PI” option, to route the process back to coordinator for additional details. All the other information will remain un-editable. User enters the remarks and submits the task.

### **For ICSR DA**

The screenshot shows a web interface titled "Sponsored Proposal" with three buttons: "WordMerge", "Manual", and "FlowChart". Under the "Recommended Actions" section, there is a "Capture Agency Details" option with a checked checkbox and a "Return Back to PI" button. Below this is a "Remarks" field with a "Max 500 Chars" limit. A "Remarks Summary" section lists three entries: "Meher Prasad A" (HOD Verification, 27-07-2016 18:24:20), "Ramamurthy K" (Submit Proposal, 27-07-2016 18:14:24), and "Initiated".

ICSR DA verifies the details as

The user can either check the “Capture agency details” or “Return Back to PI” option, to route the process back to coordinator for additional details.

Agency details can be editable in ICSR DA and other information will remain non-editable. User enters the remarks and submits the task.

### **For SITEO**

The screenshot shows a web interface titled "Sponsored Proposal" with three buttons: "WordMerge", "Manual", and "FlowChart". Under the "Recommended Actions" section, there is a "Verify Proposal" option with a checked checkbox and a "Return Back to PI" button. Below this is a "Remarks" field with the text "remarks" entered. A "Remarks Summary" section lists three entries: "Dhanalakshmi R" (Create Agency, 27-07-2016 18:34:28), "Meher Prasad A" (HOD Verification, 27-07-2016 18:24:20), and "Ramamurthy K" (Submit Proposal, 27-07-2016 18:14:24).

User shall check either “Verify Proposal” option or “Return Back to PI” option, to route the process back to coordinator for additional details. All the other information will remain un-editable. User enters the remarks and submits the task. User enters the remarks and submits the task.

### **For Dean**

Approve Proposal 
Return Back to PI

Remarks \*

remarks

**Remarks Summary**

<div style="display: flex; align-items: flex-start;"> <div style="margin-right: 10px;"> <b>Sundaram R</b> </div> <div style="font-size: 0.9em;">             STED Verify Proposal           </div> </div>	<span style="border: 1px solid #ccc; padding: 2px;">remarks</span> <span style="font-size: 0.7em;">27-07-2016 18:38:50</span>
<div style="display: flex; align-items: flex-start;"> <div style="margin-right: 10px;"> <b>Dhanalakshmi R</b> </div> <div style="font-size: 0.9em;">             Create Agency           </div> </div>	<span style="border: 1px solid #ccc; padding: 2px;">remarks</span> <span style="font-size: 0.7em;">27-07-2016 18:34:28</span>
<div style="display: flex; align-items: flex-start;"> <div style="margin-right: 10px;"> <b>Meher Prasad A</b> </div> <div style="font-size: 0.9em;">             HOD Verification           </div> </div>	<span style="border: 1px solid #ccc; padding: 2px;">remarks</span> <span style="font-size: 0.7em;">27-07-2016 18:24:20</span>
<div style="display: flex; align-items: flex-start;"> <div style="margin-right: 10px;"> <b>Ramamurthy K</b> </div> <div style="font-size: 0.9em;">             Submit Proposal           </div> </div>	<span style="border: 1px solid #ccc; padding: 2px;">Initiated</span> <span style="font-size: 0.7em;">27-07-2016 18:14:24</span>

User shall check either “Approve Proposal” option or “Return Back to PI” option, to route the process back to coordinator for additional details. All the other information will remain un-editable. User enters the remarks and submits the task.