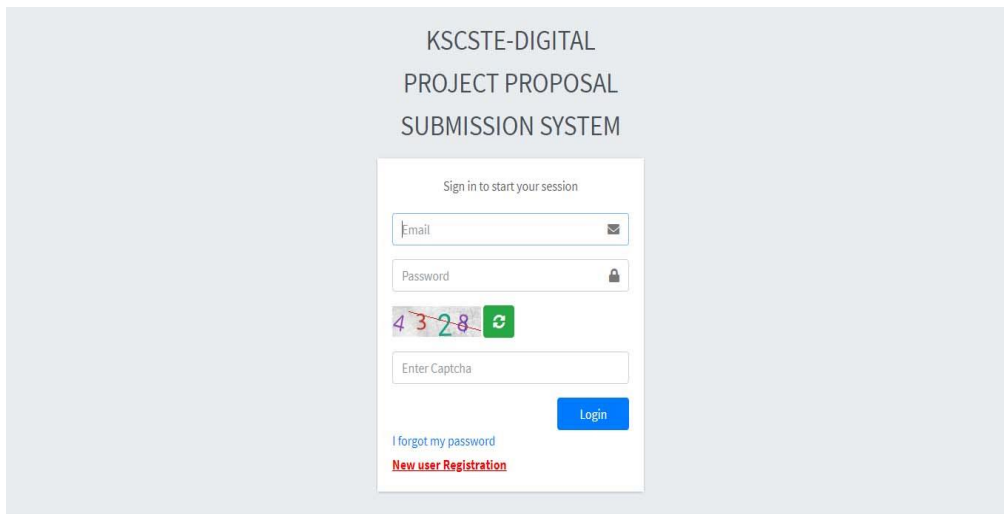## KSCSTE-DIGITAL PROJECT PROPOSAL SUBMISSION SYSTEM

## USER MANUAL V 1.00

## How to Register

Navigate to URL **www.submit.kscste.kerala.gov.in** or **Click the link provided in SRS, ETP and E&E pages under the Fostering Research and Innovation Group in www.kscste.kerala.gov.in Portal First time users must register themselves by**
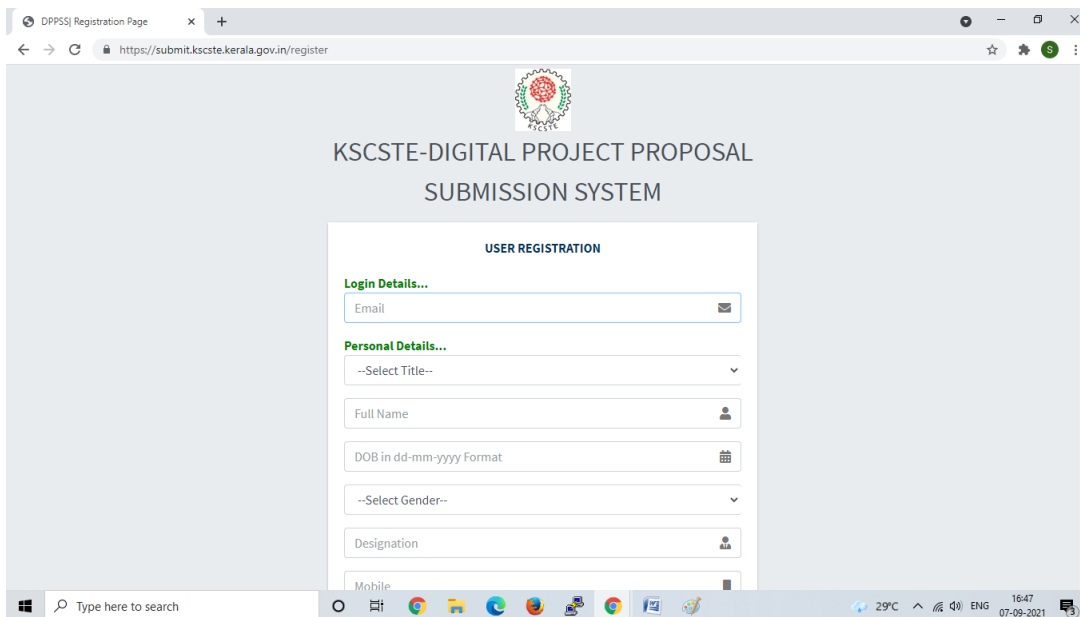
**Clicking the New User Registration LINK as depicted below**



**The user will have to enter the personal details as depicted below including the Captcha – ensure you enter a valid mobile and email id.**
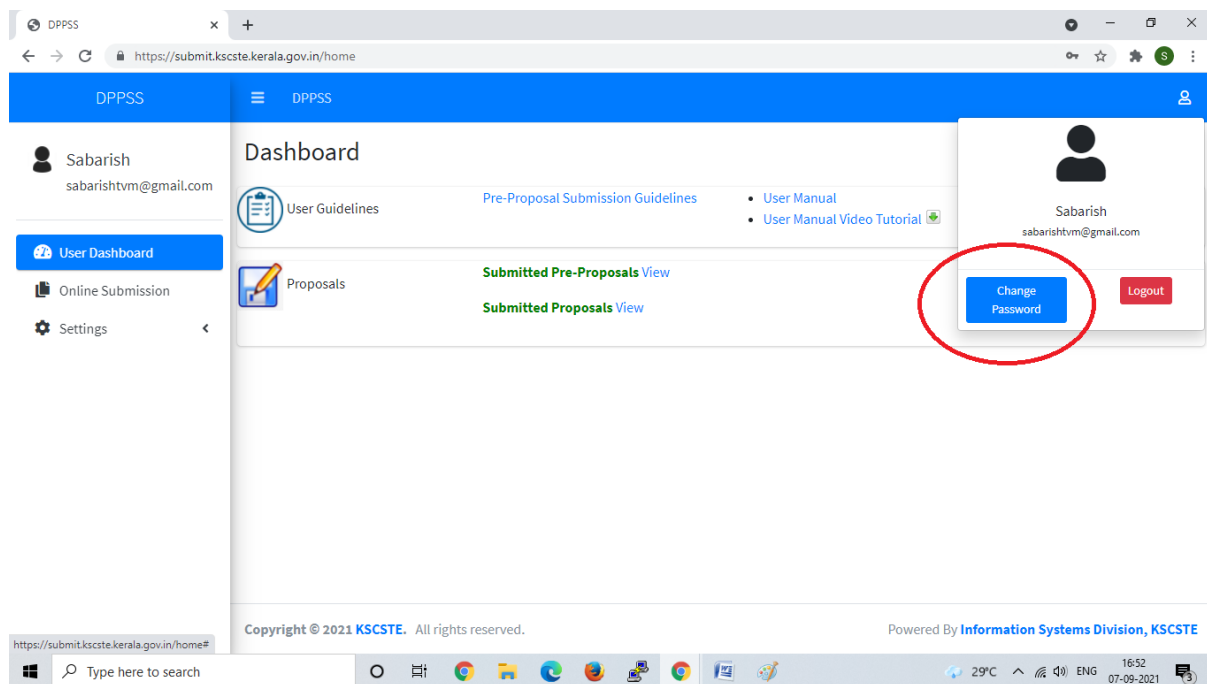
Once the preliminary registration is over the system sends you an OTP in your Mobile as SMS and email as well.

**Logging into the system**

Use your registered email id as USER NAME and first time Use the 4 digit OTP sent to your registered mobile number as password, once logged in you can change your password as shown below.



**Submission of Pre-proposal**

**Once logged in as depicted below click Online submission and a window shows up. Read the details – Themes Evaluation Methodology etc given there carefully**
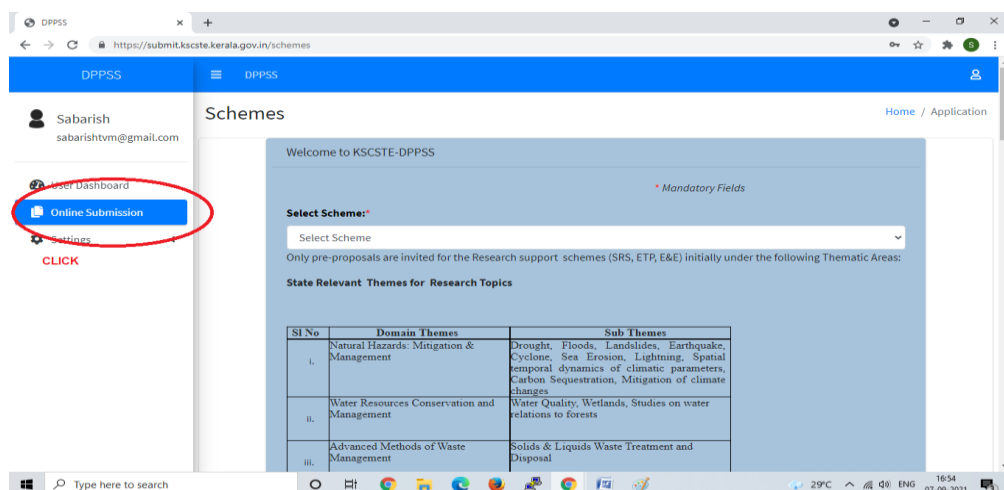
- Select the relevant scheme, from the page and start submission. Before submission kindly read the guidelines of selected scheme and ensures that the proposal is within the domain and themes provided in the guidelines. The guidelines are accessible in the website of KSCSTE

- Ensure all documents are handy and available in digital format before starting the submission process.

- Select the Domain theme and Subtheme from the list

- Full name of institution should be provided and abbreviations if any shall be given in brackets

- Details of Principal Investigator and Co-investigator shall be provided completely. If more than one Co-investigator is included, the name, designation, name of institute and mobile number shall be provided. Other details of additional Co-investigator(s) can be included in the resume to be uploaded

- Resume of the Principal Investigator and all the Co-investigator(s) shall be uploaded as a single pdf document and the size of the entire document shall be limited to 5mb

- The abstract forms the reviewers initial impression of the work, and plays a big role on consideration of proposal for funding. The abstract should summarize the significance of the work, the hypothesis and major objectives of the project, the procedures to be followed to accomplish the objectives, and the potential impact of the work. The maximum word length of the abstract will be 500 words.

- The Motivation and Genesis shall be provided precisely in limited words

- The research aim describes the main goal or the overarching purpose of your research proposal and objectives focus on how the aim will be achieved. The aim and objective shall be clearly provided with a maximum word limit of 500 words.

- Scientific/Socio economic relevance of the proposal with respect to International/national/State scenario shall be provided limiting the word count to 500 words

- Plan of work including proposed methodology to achieve the proposed objectives shall be provided by limiting the word limit to 500 words

- Justification and Novelty in the proposal shall be provided. Novelty is a very important aspect of research and the proposers shall clearly provide the same with justification on the differences in research carried out similar areas. The word count is maximum 500 words.
- The proposer shall provide the timeframe required to complete the project in detail. The time frame can be half yearly or yearly. A Gantt chart with milestones and time frame can be uploaded in the end part.
- Benchmark if any on the product to be developed shall be provided.
- Deliverables and Beneficiary industry/sector shall be provided in the relevant column
- The guidelines shall be read before finalising the budget part. The budget shall be provided only as per norms of KSCSTE.
- Institute Endorsement, Certificate from Investigators, Certificate of non-pending SE/UC with KSCSTE, Self appraisal of the PI to execute the project etc shall be uploaded as a single pdf document with a maximum size of 5 Mb.
- Bibliography & Relevant references shall be provided following APA format.

Thoroughly check the proposal, you can do a partial save and return back, verify and finally submit the same. Once submitted as no changes can be made to the project proposal. The Project Investigators are requested to note the reference number for future correspondence.

KSCSTE