



MAHARSHI DAYANAND UNIVERSITY ROHTAK
(A State University established under Haryana Act No. XXV of 1975)
'A+' Grade University accredited by NAAC

No.FO/UGC/19/ 5000-5040
Date 7/10/19

To

All Directors/Heads,
University Teaching Institutes/Departments,
M.D.University,
Rohtak.

Sub: Submission of Research Proposals under the Scheme for Promotion of Academic Research Collaboration (SPARC).

Please find enclosed herewith the copy of notification for proposals under Scheme for Promotion of Academic Research Collaboration (SPARC).

Further, the Vice-Chancellor has desired that the University Teachers should apply for more funding to the agencies through Research Projects and should have a positive approach towards Research & Development.

Therefore, you are requested to get it noted from the faculty members in the Department and encourage them to submit more proposals for Research Projects/Schemes as and when invited by various funding agencies.

The last date for submission of online application for Proposals under the Scheme for Promotion of Academic Research Collaboration (SPARC) and details may be seen on web portal '<http://sparc.iitkgp.ac.in>' (mentioned in attached document).

Ahlika
07/10/2019
DIRECTOR RESEARCH

CC to:-

1. Dean Academic Affairs, M.D.University,Rohtak.
2. OSD to Vice-Chancellor, M.D.University,Rohtak (for kind information of the Vice-Chancellor).



National
Coordinator

[Coordinator List](#)

[e-Brochure](#)

[Proposal Submission Manual](#)

[Login](#)



Scheme for Promotion of Academic and Research Collaboration

[HOME](#)

[MESSAGES](#)

[OBJECTIVE](#)

[PROGRAM DETAILS](#)

[APPROVED PROPOSALS](#)

[QUICK LINKS](#)

[ELIGIBLE INSTITUTES](#)

[FAQ](#)

[CONTACT US](#)

Humanities and Social Science



1	Digital Humanities
2	Environmental Humanities
3	Publishing Studies/Translation Studies
4	Public Humanities
5	GLAM, "Galleries, Libraries, Archives and Museums"
6	Humanities, Media and Communication
7	Decolonizing Knowledge Systems
8	Creative Pedagogy Studies
9	Art, Music and Art & Music History
10	Language, Literature and Linguistics
11	Philosophy & Religious Studies
12	Visual, Applied, Theatre & Performing Arts
13	History, Culture and Anthropology
14	Economics & Development
15	Sociology, Psychology & Gender Studies

Government & Public Policy

Education & Learning

18

Digital & Computational Social Science and Humanities

Contact Us

SPARC Cell

Indian Institute of Technology Kharagpur

Kharagpur 721302, West Bengal, INDIA

Email: support@sparc.iitkgp.ac.in

Website: <http://sparc.iitkgp.ac.in>

**my
GOV**
मेरी सरकार

 **Digital India**
Power To Empower

 **IMPRINT**
INDIA

 **National
Digital Library
of India**



data.gov 
Open Government Data Platform India

 **स्वच्छ = भारत**
एक कदम स्वच्छता की ओर



USER'S MANUAL



of

Proposal Management System

*Scheme for Promotion of Academic Research
Collaboration (SPARC)*



National
Coordinator

SPARC Team, IIT Kharagpur

October 2018

TABLE OF CONTENTS

	<u>Page #</u>
1. ABOUT THE SCHEME	1-1
2. Overview	2-1
3. PROCESS FOR PROPOSAL SUBMISSION	3-1
3.1 Invitation to Principal Investigator by Institute Coordinator	3-3
3.2 Proposal Submission by Principal Investigator	3-4
3.3 Consent by International PI	3-7
3.4 Acceptance by Institute Coordinator	3-8

1. ABOUT THE SCHEME

Scheme for Promotion of Academic and Research Collaboration (SPARC) aims at improving the research ecosystem of India's higher educational institutions by facilitating academic and research collaborations between Indian institutions and the best institutions in the world from 28 selected nations to jointly solve problems of national and international relevance in the first phase.

2. OVERVIEW

In order to facilitate fundamental and socially relevant research in India, lot of emphasis is being laid for strengthening collaboration between Indian research groups with top research groups in the world, so that Indian scientists and students can interact with the finest minds in the world.

SPARC builds on the solid foundation laid by Global Initiative of Academic Networks (GIAN) and offers a scheme to support longer term research program where it not only funds for long term visit by the international faculty (2 to 8 months) but would also fund the travel and sustenance of Indian students at the university / institute of the international collaborator. The program aims at exposing large number of young students, the torch bearers of the future generation, to state-of-the-art developments in science and technology, thereby increasing the number of highly trained scientific manpower in the country, as well as significantly enhance the visibility of Indian science and scientists in the world map of highly advance science. It is expected that some of the joint ideas would not only lead to breakthrough in science, but would also result in sustainable technological products that will be beneficial to mankind at large, in addition to fulfilling the needs of India.

The major outcome of the SPARC initiative will be strong research collaboration between Indian research groups with best-in class faculty and renowned research group in the leading universities of the world, in areas that are at the cutting edge of science or with direct social relevance to the mankind, specifically of India. Long term stay of international faculty will lead to tangible result such as large number of high impact research publications, solution to key national and international problems, development of niche courses, high quality text books and research monographs, imbibing of best practices from top international academicians and researchers, strong bilateral cooperation, and improved world reputation and ranking of Indian Institutes.

3. PROCESS FOR PROPOSAL SUBMISSION

The following figure describes the brief overview of the process to be followed for proposal submission through SPARC Proposal Management System (PMS). The process starts with nominating a coordinator by the head of the Institute through email. After receiving the nomination, national coordinator (IIT Kharagpur) will assign the nominated person as the local coordinator of the Institute in PMS.

During this process, the PMS will send a system generated email which confirms the assignment. In case the nominated person is new to the system, the email will also contain the one-time-password (OTP) which can be used for login. The password should be changed and profile should be updated first to get access to other functionalities of PMS. The PMS will facilitate the Institute coordinators to invite principal investigator (PI) from their Institute to submit a proposal.

Once the institute coordinator invites a PI through PMS, the system will send an auto-generated invitation email to the PI. In case the PI is new to the system, the email will also contain the one-time-password (OTP) which can be used for login. The password should be changed and profile should be updated first for getting access to other functionalities of PMS. The PI can, thereafter, submit the proposal.

The proposal form contains multiple sections which should be filled up before final submission. These are described in the later part of this document. The PI can view the draft proposal at any time. After final submission, changes are not allowed and PI can download the final version of the proposal in PDF format.

During the final submission, the system will send an email to the foreign PI for giving his/her consent online. The PMS will also facilitate the PI to resend the email. The foreign PI should click on the link mentioned in the email or open it in the browser. The foreign PI can download the proposal and click on the "Accept" button to give his/her consent.

The institute coordinator can thereafter accept the submitted proposal through PMS. The proposal accepted by the institute coordinator will only be considered for further processing.

National Coordinator (IIT Kharagpur)

- Requests the head of the Indian Institutes to nominate someone as the local institute coordinator
- Assign the nominated person as institute coordinator in PMS

Institute Coordinator

- Log-in to PMS with the email and password (or system generated One Time Password for first time)
- Invite PI from the his/her institute

Principal Investigator (PI)

- Log-in to PMS with the email and password (or system generated One Time Password for first time)
- Prepare the proposal and finally submit for further processing

Foreign PI

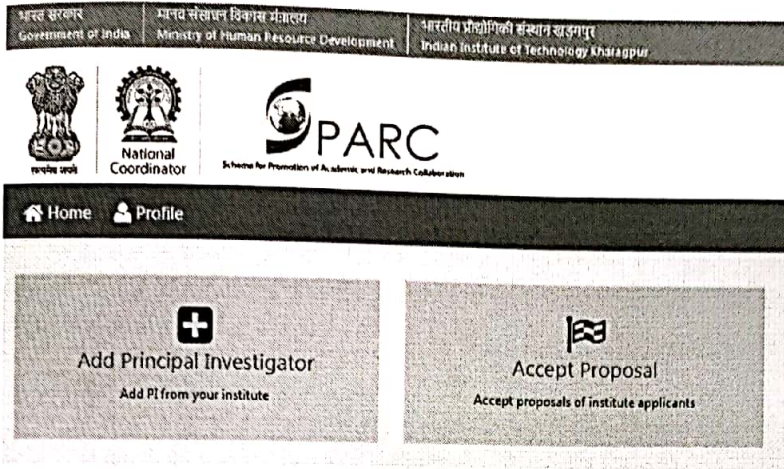
- On submission of proposal, foreign PI will receive an email that request to give his/her consent
- The foreign PI click on the link in the email to give the consent

Institute Coordinator

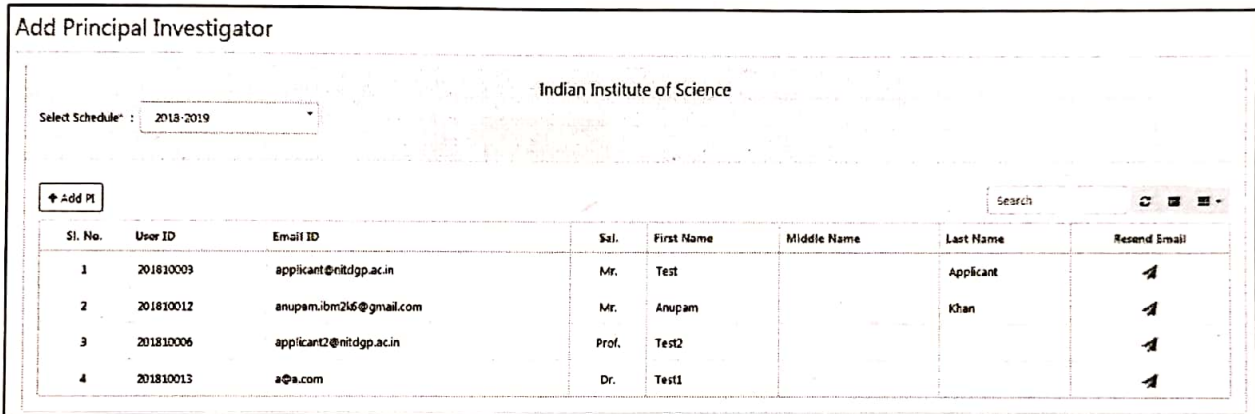
- Accepts the submitted proposal in PMS. Only accepted proposals will be considered for further processing

3.1 Invitation to Principal Investigator by Institute Coordinator

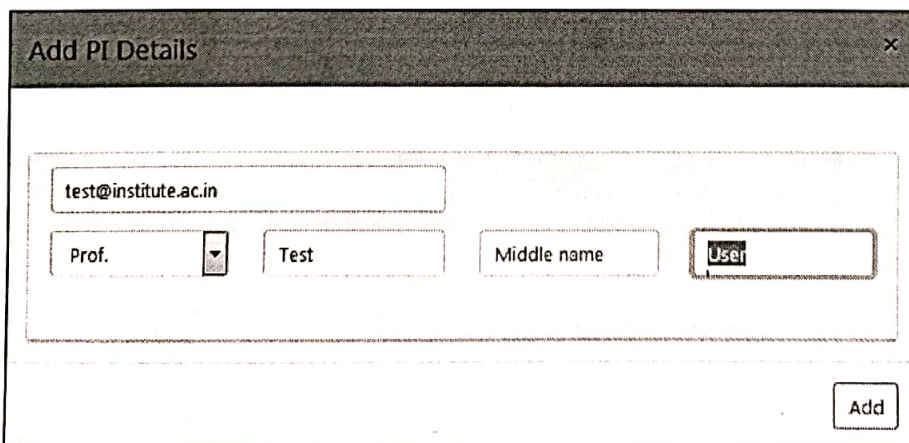
Step1: Login and click on Add Principal Investigator



Step 2: Click on “Add PI” button

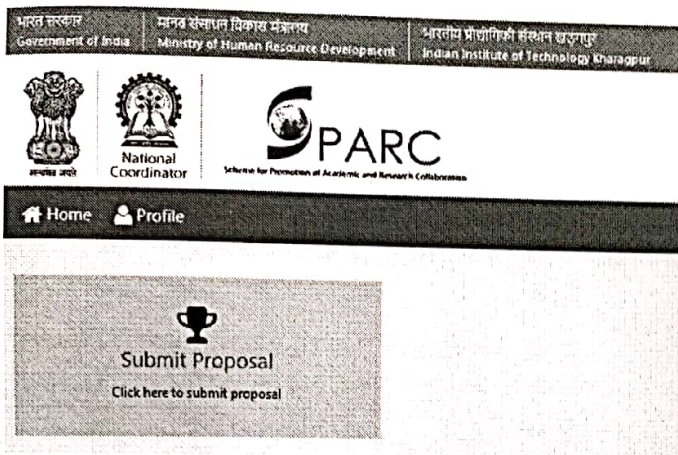


Step 3: Enter email id of the principal investigator. Enter his/her name and click on “Add”. The “Resend Email” option can be used to resend the invitation email to the PI.

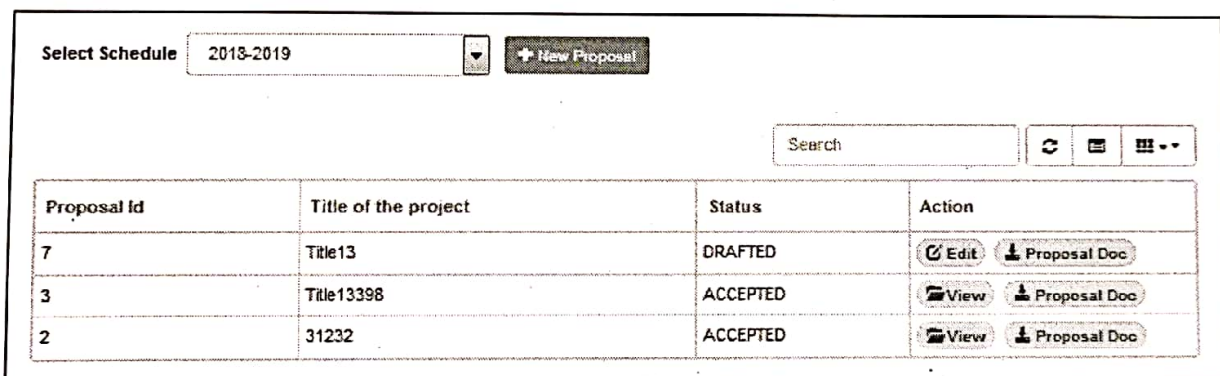


3.2 Proposal Submission by Principal Investigator

Step 1: Login and click on “Submit Proposal”



Step 2: Click on “New Proposal” for creating a new proposal. “Edit” option can be used for updating already created proposal. After submission, “Edit” option will be replaced by “View”. The “Proposal Doc” option will be available throughout the submission process. The PI can view the draft/final copy of the proposal document using this button.



Step 3: Enter the details in “Title Page” and click on “Save and Next”. The other sections will be activated after saving details of title page. All sections are mandatory except “Project Personnel”.

The screenshot shows the 'Title Page' form. It includes a 'Title of Project' text field with 'Title13' entered. Below it are 'Thrust Area' and 'Sub-domain' dropdown menus, with 'Convergence' and 'Advanced Manufacturing' selected respectively. There is a large text area for the 'Abstract (250 words)' with a rich text editor toolbar and the text 's65' entered. At the bottom, there is a 'Keywords (at least 6 comma(,) separated)' text field with 'Key,Key2,Key3,Key4,Key5' entered. A 'Save and Next' button is located at the bottom right.

Step 4: Enter the details of Indian PI and Co-PIs and click on "Save and Next". You can also add more than one Indian Co-PI.



Indian PI (2-pg CV should be uploaded in Documents Section)

Salutation*	First Name*	Middle Name	Last Name
Prof.	adf	Middle Name	Last Name
Home Institute*	Department*	Phone*	
Indian Institute of Science	adfd	adfd	
Email Address*	Nationality*	Passport #	
a@q.com	adfadf	Passport #	

Indian Co-PI (2-pg CV of ALL Indian co-PIs should be uploaded in Documents Section as single PDF)

Salutation*	First Name*	Middle Name	Last Name
Prof.	adf	Middle Name	Last Name
Home Institute*	Department*	Phone*	
Bharathiar University	adfd	adfd	
Email Address*	Nationality*	Passport #	
a@q.com	adfadf	Passport #	

Step 5: Enter the details of International PI and Co-PIs and click on "Save and Next". You can also add more than one International Co-PI.



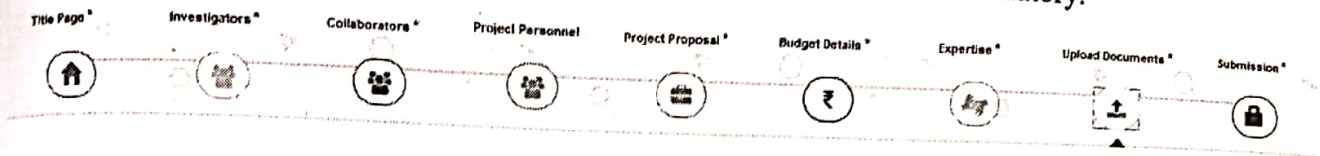
International PI (2-pg CV should be uploaded in Documents Section)

Salutation*	First Name*	Middle Name	Last Name
---SELECT---	Name of International co-PI	Middle Name	Last Name
Institute*	Department*	Country*	
---SELECT---	Department	---SELECT---	
Phone*	Email Address*	Nationality*	Passport #
Phone	Email Address	Nationality	Passport #

International Co-PI (2-pg CV of ALL foreign co-PIs should be uploaded in Documents Section as single PDF)

Salutation*	First Name*	Middle Name	Last Name
---SELECT---	Name of International co-PI	Middle Name	Last Name
Institute*	Department*	Country*	
---SELECT---	Department	---SELECT---	
Phone*	Email Address*	Nationality*	Passport #
Phone	Email Address	Nationality	Passport #

Step 9: Upload supporting documents. The documents with star marks are mandatory.



Only PDF documents may be uploaded

CV of Indian PI (2-page)(max 500 kb)*	<input type="text" value="Choose file"/>	<input type="button" value="Upload"/>	<input type="button" value="Download"/>
CV of Indian co-PIs (collate individual 2-page CVs) (max 500 kb)*	<input type="text" value="Choose file"/>	<input type="button" value="Upload"/>	
CV of International PI (2-page)(max 500 kb)*	<input type="text" value="Choose file"/>	<input type="button" value="Upload"/>	
CV of International co-PIs (collate individual 2-page CVs) (max 500 kb)*	<input type="text" value="Choose file"/>	<input type="button" value="Upload"/>	
CV of Research personnel (collate individual 2-page CVs)(max 500 kb)	<input type="text" value="Choose file"/>	<input type="button" value="Upload"/>	
Other Technical Details (max 500 kb)	<input type="text" value="Choose file"/>	<input type="button" value="Upload"/>	
Monograph outline(max 500 kb)*	<input type="text" value="Choose file"/>	<input type="button" value="Upload"/>	

Step 10: Please check the checkbox to accept the terms and condition and submit the proposal by clicking on the “Final Submit” button. The drafted proposal can be downloaded using “Preview Proposal” button. On submission, the system will send a mail to the international PI which contains a request for giving consent.



I accept the terms and conditions

3.3 Consent by International PI


The international PI can give his/her consent by either clicking on the link or opening the link in a browser. The international PI can download the submitted proposal from that link as well. The consent will be recorded once he/she clicks on the “Accept button”.

I agree to jointly work on the following proposal, if approved finally

Title : Title13398

Institute : National Institute of Technology Durgapur

Submitted by : Mr. Test Applicant

Download : 

I Agree

You have already given your consent

3.4 Acceptance by Institute Coordinator

Step 1: Click on "Accept Proposal".





The screenshot shows the top navigation bar with logos for the Government of India, Ministry of Human Resource Development, and Indian Institute of Technology Durgapur. Below this are logos for the National Coordinator and SPARC (Scheme for Promotion of Academic and Research Collaboration). A dark navigation bar contains 'Home' and 'Profile' links. The main content area features two buttons: 'Add Principal-Investigator' and 'Accept Proposal' (with a flag icon). The 'Accept Proposal' button includes the text 'Accept proposals of institute applicants'.

Step 2: The list will show all proposals submitted by the PI of the Institute. The institute coordinator can also download the proposals. The institute coordinator can accept the proposals (by clicking on the "Accept" button) once the consent is given by the International PI.

Accept Proposal

Indian Institute of Science

Select Semester : 2016-2019

Proposal ID	Title	Submitted By	Submission Date	Status	Download	Action
3	Title13398	Test Applicant	24-09-2018 16:23:36	Consent given by foreign PI		<input type="button" value="Accept"/>
4	Test Proposal	Ahmad Khan	25-09-2018 12:46:36	Griffed		
2	21222	Test Applicant	20-09-2018 10:25:57	Accepted by Institute		Accepted by Institute on : 20-09-2018 10:00:00
6	Title13	Test2	29-09-2018 13:23:37	Drafted		
7	Title13	Test Applicant	01-10-2018 13:23:18	Drafted		