

## User Manual for Online Submission of Proposals

This manual will provide you an overview of the steps you will come across during the process of submission. You can make a note of all the documents that are necessary for submission and keep them prepared in advance. All relevant documents and their format are either provided in the link in each step or can be downloaded from the “download section”.

### Step Dashboard


(44-ISEA)


[Dashboard](#)
[Logout](#)

Add New Research Proposal

**Registration Id :**

**Email :**

**Add New Proposal**

Research Proposal

Registration No	Research Proposal No	Research Proposal Applied Date	Research Proposal Submitted Date	View	Status
ISEA-72	ISEA-72-43-70	2023-04-10	2023-04-10	<a href="#">View</a>	Submitted
ISEA-72	ISEA-72-44-87	2023-12-15	2023-12-15	<a href="#">View</a>	Submitted

If you are an existing user, please use your earlier login credentials to access the submission portal. New users may please sign up.

### Step Dashboard



**RESEARCH PROPOSAL TO PARTICIPATE IN**  
**44<sup>th</sup> INDIAN SCIENTIFIC EXPEDITION TO ANTARCTICA**  
**(44-ISEA)**



[Dashboard](#)
[Logout](#)

<b>Registration No</b>	<b>Research Proposal No</b>
ISEA-72	ISEA-72-44-90
<b>Operation</b>	
<a href="#">Apply</a>	
<b>Status</b>	

Click on apply button to follow the submission process.

## Step Overview

The screenshot shows the 'Research Proposal Steps' overview page. At the top, there are logos for NCPOR and the Indian Antarctic Programme. The main heading is 'RESEARCH PROPOSAL TO PARTICIPATE IN 44<sup>th</sup> INDIAN SCIENTIFIC EXPEDITION TO ANTARCTICA (44-ISEA)'. Below this, there are navigation links for 'Dashboard' and 'Logout'. The user's name 'Mahesh Badnal' is displayed. The main content area is titled 'Research Proposal Steps' and contains a table with three rows: 'Part-1 Personal Information' (with a green circle icon), 'Part-2 Project Details', and 'Part-3 Logistic Requirements'. A URL '172.27.11.98/dashboard.php' is visible at the bottom left.

Part	Description	Status
Part-1	Personal Information	Completed
Part-2	Project Details	Pending
Part-3	Logistic Requirements	Pending

Click on each step and fill in the required information.

## Step 1

The screenshot shows the 'STEP-1' registration form. At the top, there are logos for NCPOR and the Indian Antarctic Programme. The main heading is 'RESEARCH PROPOSAL TO PARTICIPATE IN 44<sup>th</sup> INDIAN SCIENTIFIC EXPEDITION TO ANTARCTICA (44-ISEA)'. Below this, there are navigation links for 'Dashboard' and 'Logout'. The user's name 'Mahesh Badnal' is displayed. The main content area is titled 'STEP-1' and contains a form with a red warning message: 'Fields marked as \* are mandatory'. The form has a label 'Registration Id :' and a text input field containing 'ISEA-72'.

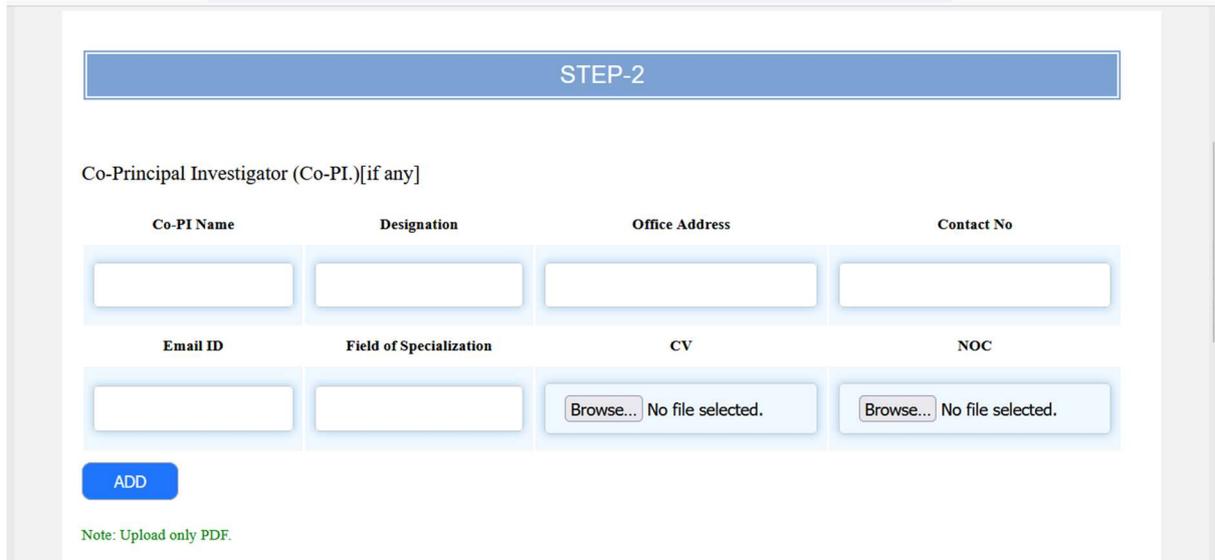
**STEP-1**

Fields marked as \* are mandatory

Registration Id :  
ISEA-72

Kindly note that all fields marked with \* is duly filled. Else, you cannot move on to the next step.

## Step 2



**STEP-2**

Co-Principal Investigator (Co-PI.) [if any]

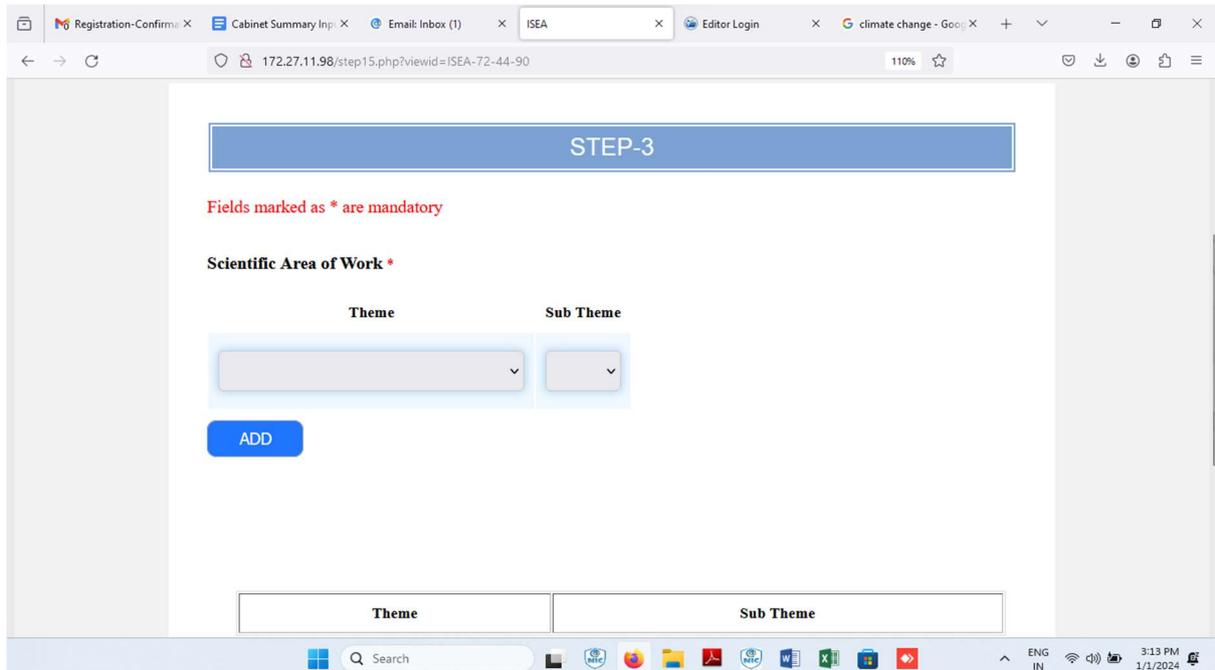
Co-PI Name	Designation	Office Address	Contact No
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Email ID	Field of Specialization	CV	NOC
<input type="text"/>	<input type="text"/>	<input type="button" value="Browse..."/> No file selected.	<input type="button" value="Browse..."/> No file selected.

Note: Upload only PDF.

A brief CV of Co-PI with information relevant to the proposal and requisite expertise is mandatory.

NOC – From Head of Institution / From Registrar for Universities

## Step 3



**STEP-3**

Fields marked as \* are mandatory

**Scientific Area of Work \***

Theme	Sub Theme
<input type="text"/>	<input type="text"/>

Theme	Sub Theme
<input type="text"/>	<input type="text"/>

You can select more than one field if relevant to your proposal.

## Step 4

STEP-4

Fields marked as \* are mandatory

**Choose the Area of Operation in Antarctica \***

- Larsemann Hills (Bharati)
- Schirmacher Oasis (Maitri)
- Voyage
- Lambert Glacier/ Amery Ice Shelf
- Others

Others:

**Project Title \***

Kindly refer to the advertisement for clarity on how you can access multiple study areas.

## Step 5

STEP-5

Fields marked as \* are mandatory

**Whether ongoing or a new proposal? \***

If ongoing programme, please mention date of initiation

Date :

Upload Pdf :

Attach NCPP approved letter

Save and continue

If it is an ongoing project, please submit your NCPP approved letter you have received.

## Step 6

**STEP-6**

**Fields marked as \* are mandatory**

**Objectives \***

**Detailed Methodology \***

Please provide all information relevant to the proposed project.

## Step 7

**STEP-7**

**Fields marked as \* are mandatory**

**\*Time Line**

No file selected.

Note: Upload only XLSX, DOCX, or PDF

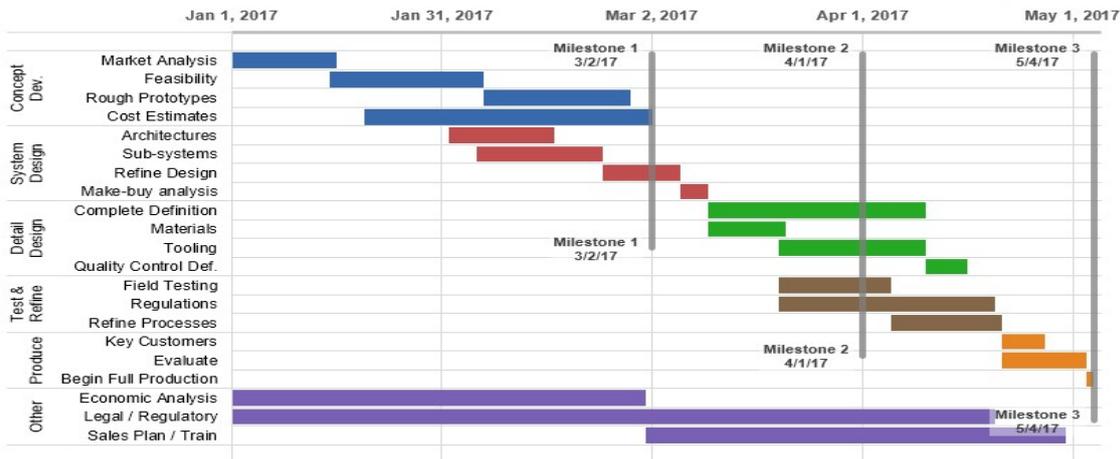
**\*Publication list relevant to the proposed project**

No file selected.

Note: Upload only DOCX or PDF

Timeline in excel format is appreciated. A sample copy is attached below.

## PROJECT TIMELINE



## Step 8

STEP-8

Collaboration (National and International)

Name	Affiliation	Contact Postal Address	Attach MoU
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input type="button" value="Browse..."/> No file selected.

Note: Upload only PDF.

In case of a collaboration, both national and international, an MoU or a Letter of Interest should be attached.

## Step 9

**STEP-9**

Fields marked as \* are mandatory

Name of institution(s) where the proposed work will be implemented: Permission to be obtained :

Name of Institution	Permission
	Browse... No file selected.
<input type="button" value="ADD"/>	

Note: Upload only PDF.

If the samples are being shared by the PI to other institutes, a permission letter from the host institute needs to be attached. All information should be mentioned in detail.

## Step 10

**STEP-10**

Sample or Type of data to be collected

Sample or Type of data	Attach NOC
	Browse... No file selected.
<input type="button" value="ADD"/>	

Note: For biological samples, human physiological data collection etc., NOC has to be submitted competent authority or ethics review committee.

Please note: NOC from competent authorities recognised by the Government of India should be attached.

## Step 11

STEP-11

Fields marked as \* are mandatory

**\*Location on Map/ Latitude, Longitude**

- Study area/map with location marked may be attached and prioritized with sequential numbering (You can download the maps [here](#))
- *Note: Please plan your field visits based on the maps provided in this link. Field visits outside the map area requires prior approval/planning and needs to be presented during the workshop for due consideration*

Upload Pdf :

**\*Logistic support required?**

- (You can download the form for the logistical requirements [here](#))

If yes,

Upload Pdf :

Study area map along with sampling locations should be uploaded. Consider the arrival of Voyage Vessel and Helicopter support and your preferred induction into Antarctica while preparing the study area map. The maps can be downloaded from the download section.

## Step 12

STEP-12

The team component (summer/winter)  
(Name and addresses of actual participants to be given)

Name	Affiliation	Summer/ Winter	Maitri/ Bharati/ Voyage/ No visit required
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text" value="Summer"/>	<input checked="" type="checkbox"/> Maitri <input type="checkbox"/> Bharati <input type="checkbox"/> Voyage <input type="checkbox"/> No visit required

Name	Affiliation	Summer/ Winter	Maitri/ Bharati/ Voyage/ No visit required
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## Step 13

STEP-13

Fields marked as \* are mandatory

**Do your proposed work falls under ASPA ? \***

If yes,

ASPA :

- ASPA 163
- ASPA 174
- Others

Others:

Upload PED 001 PDF :

No file selected.

i

Upload IEEE PDF :

No file selected.

## Step 14

Please make a note of all the documents required for the submission of your proposal.

STEP-14

Fields marked as \* are mandatory

Note: Upload only PDF.

**Declaration \***  No file selected.

**Endorsement from the Head of the Institute/Organization \***  No file selected.

**Brief Bio-Data oh Principal Investigator \***  No file selected.

**PI Declaration \***  No file selected.

Note: Upload only JPG.

**Photo \***  No file selected.

Windows Search ENG IN 3:23 PM 1/1/2024