

### **Key Points for submission of R&D Proposals**

1. Support is provided for research personnel, consumables, contingencies, travel, minor equipment and for fabrication of prototype.
2. No financial support is provided for office equipment/infrastructure, computer, Laptop etc.
3. Overhead Charges shall not be considered by the Council.
4. Proposal must be specific with end objectives, deliverables and time target.
5. Schemes are generally sanctioned for the period of 2-3 years
6. Role of each investigator shall be defined in the project proposal.
7. Principal Investigators need to submit only one proposal at a time.
8. There shall not be more than four investigators in any research proposal that includes one Principal Investigator and three co-investigators.
9. At least one co-investigator shall be from the same institution from where the project is being submitted.
10. If any co-investigator is from different institution/university than the institution/university of principal investigator, the consent letter from the co-investigator countersigned by respective Head /Dean of the institution shall be submitted.
11. Principal Investigators and at least one co-investigator shall have minimum 04 years' remaining service period from the date of the submission of the project.
12. If a project proposal is submitted twice in a subject/field by the Principal Investigator, then the proposal submitted in last/later date will be considered.
13. If a project proposal is submitted in two different subjects/fields by the Principal Investigator, then CSTUP shall have full right to reject any or all the project proposals.
14. Investigators need to ensure that they have submitted all the documents of the previous projects/grant sanctioned to them by Council of Science & Technology U.P.
15. If there is any ongoing project sanctioned by CSTUP then project proposal from the same principal investigator shall not be considered.
16. Proposal must be submitted in prescribed format.
17. Proposal is to be submitted online through our web-portal:-  
<http://cst.up.gov.in>

### **Instructions**

Few Screenshots to elaborate the submission procedure are as following:

1. Visit <http://cst.up.gov.in>



## 2. Click on R&D Scheme



## 3. Click On Register Principle Investigator



## 4. Registration Form for PI

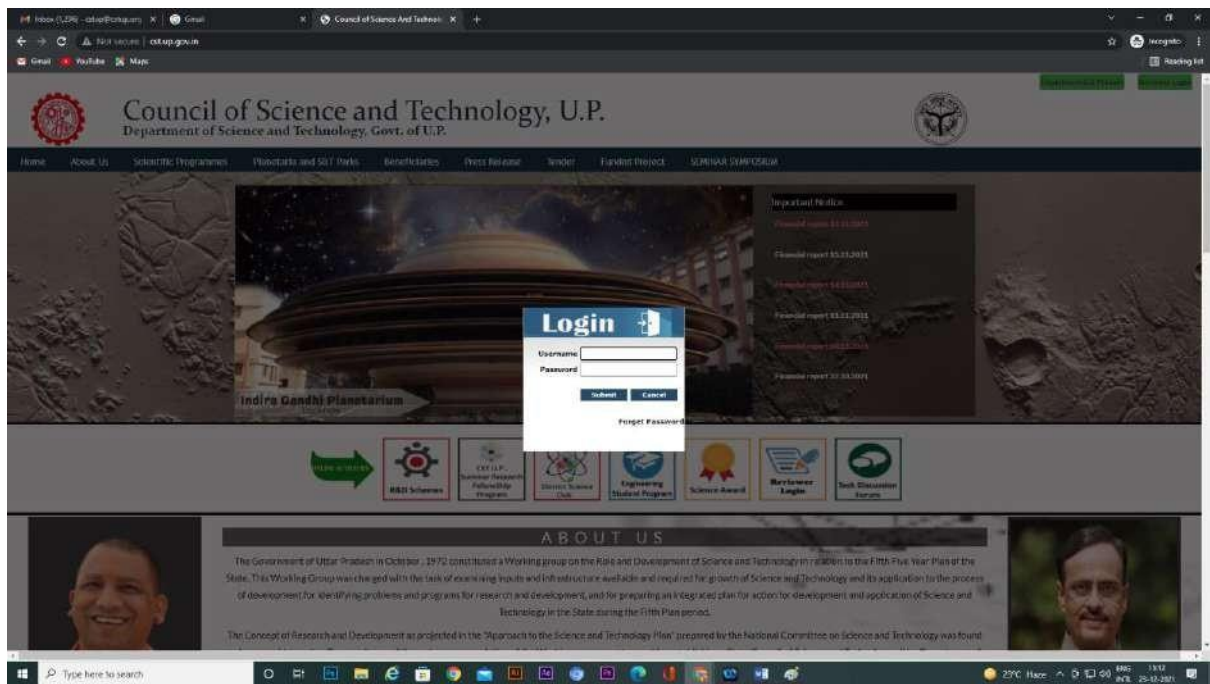
The screenshot shows the 'Registration Form' for a Project Investigator (PI) on the Council of Science and Technology, U.P. website. The form includes fields for Name, Date of Birth, Mobile No., Email, Gender, Category, Office Phone No., Address, ID Proof, ID No., State, and District. There are also checkboxes for 'Are you Disabled?' and 'Employed'. A 'Register' button is at the bottom of the form. The website header includes the Council's name and a navigation menu. The footer contains contact information and a copyright notice.

After Registration PI will receive an Email for Login on the portal.

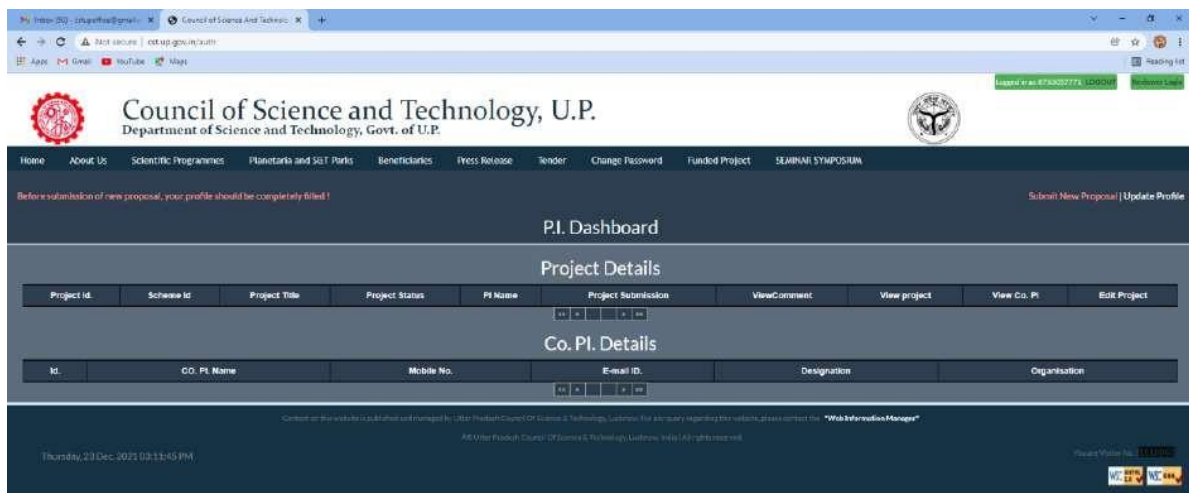
## 5. Log In For Project Submission

The screenshot shows the homepage of the Council of Science and Technology, U.P. website. A red circle highlights the 'Department & PI Login' button in the top right corner. Below the header, there is a banner for the 'Veer Bahadur Singh Planetarium' and a section for 'Important Notice' with dates. The footer contains a 'ABOUT US' section with text about the organization's history and mission. The website also features a navigation menu and a sidebar with various links and icons.





## 6. P.I. Dashboard after Login



## 7. Complete PI Profile from Update Profile Button.

The screenshot shows the 'Update Details' form on the Council of Science and Technology, U.P. website. The form is divided into three tabs: 'Registration Details', 'Bio. Data', and 'Institution Details'. The 'Registration Details' tab is active, showing fields for Name, Date of Birth, Category, ID Proof, Address, Email, Mobile No., Gender, ID Number, Designation, Department, Office Phone No., and State. There is an 'Update' button at the bottom right of the form. The website header includes the Council of Science and Technology, U.P. logo and navigation links. The footer shows the date and time: Thursday, 23 Dec, 2021 02:16:41 PM.

Update Biodata and Institution Details. Before submission of new proposal, PI's profile should be completely filled. After Completing the profile details go back to Dashboard

## 8. Click On Submit New Proposal for Project Submission

The screenshot shows the 'PI Dashboard' on the Council of Science and Technology, U.P. website. The dashboard has a dark blue header with the Council of Science and Technology, U.P. logo and navigation links. The main content area is divided into two sections: 'Project Details' and 'Co. PI. Details'. The 'Project Details' section has a table with columns: Project Id., Scheme Id., Project Title, Project Status, PI Name, Project Submission, View Comment, View project, View Co. PI, and Edit Project. The 'Co. PI. Details' section has a table with columns: Id., Co. PI Name, Mobile No., E-mail Id., Designation, and Organisation. The 'Submit New Proposal' button is highlighted with a red circle in the top right corner of the dashboard. The footer shows the date and time: Thursday, 23 Dec, 2021 02:22:28 PM.

## 9. Now Select Scheme- from drop down menu

The screenshot shows a web browser window displaying the Council of Science and Technology, U.P. website. The browser's address bar shows a URL starting with 'https://cstap.gov.in/'. The website header includes the Council's logo and name, along with a navigation menu with links like 'Home', 'About Us', 'Scientific Programmes', 'Pioneer and SET Parks', 'Beneficiaries', 'Press Release', 'Tender', 'Change Password', 'Funded Project', and 'SEMINAR, SYMPOSIUM'. A 'Dashboard' link is visible on the right. The main content area features a 'Select Scheme\*' label next to a dropdown menu currently showing 'select'. Below this is a green 'Submit Proposal' button. The footer contains copyright information, a disclaimer, and logos for NCERT, NEET, and NEPA. The Windows taskbar at the bottom shows the date and time as Thursday, 22 Dec 2021 03:26:20 PM.

## 10. Now complete Co-Investigators details, Budget details and upload the proposal along with the Declaration & Attestation from the host Institution.

For any technical problem, kindly contact:

Email Id: [prashant@mentorinfotech.in](mailto:prashant@mentorinfotech.in); [researchcell.cstup@gmail.com](mailto:researchcell.cstup@gmail.com)