Instruction for Online Application Submission for SIRO-Fresh

- 1. Applicants may refer SIRO guidelines for the scheme details and follow the instructions thoroughly.
- 2. Before filling Online Application, applicants are advised to keep required information and documents ready for upload. Form fields of the applications are mentioned below this document for ready reference.
- 3. For online submission of application, the applicant will have to visit service plus portal at https://serviceonline.gov.in/dbt (Please note this URL with/dbt).
- 4. The applicant shall first have to register for accessing the schemes on the service plus portal.
- 5. For the SIRO-FRESH scheme, applicants are required to register in the name of the organization. Applicant organization name should preferably be the parent Legal entity with the research achievements of all the institutions operating under the legal entity and the recognition is valid for all.
- 6. After registering, the applicant organization can log in with the registered login credentials.
- 7. Applicants can manage the profile after registering like, name of applicant which should be organizations as per SIRO letter, not an individual's name.
- 8. After log in, SIRO-FRESH scheme can be reached through Apply for Services --> View all Available services --> SIRO-FRESH (Search SIRO for quick access).
- 9. It's advisable to **keep saving data** by **clicking frequently** on **DRAFT** while filling the form. Please refer table at item 19 for possible solutions to other issues like Data Tampering etc.
- 10. Once it saves in Draft, applicant will get a pop-up notifying App Ref No.
- 11. This App Ref No. will be used to further track the saved Draft Application as: Login --> View status of Application --> View Incomplete Application.
- 12. After submission, the applicant organization will receive an Acknowledgement receipt where it will have the final Application Reference Number (App Ref No.) (Different from daft App Ref No.).
- 13. Applicant may check the application status as: Login --> View Application status --> Track Application status --> App Ref No. --> Get Data.
- 14. The applicant is required to fill all the required fields and upload all the relevant documents viz. Audited accounts, PAN, Registration document, MoA, AoA / trust deed, Annual reports, Undertakings, and other approvals as detailed in the application.
- 15. The applicant is required to fill all the required fields and upload all the relevant documents.
- 16. The applicant is required to **fill zero** (0)/ **NIL**, where ever there is 'nil' information and upload an 'undertaking' for this.
- 17. Applicants are advised to **observe patience** as draft saving/submission/data pop-up may take little time on many occasions.

- 18. Some of the fields are auto-fill like 'Total' (addition), which have to be clicked in the field box for auto-fill and calculation.
- 19. For issues like Data tampering, Data loss, etc. refer possible solutions below:

Problem Criteria		Possible Solution
Data Tampering Issue	•	Compress 'all' pdf files to be uploaded and 'rename' them without spaces in the file name.
	•	Clear Browser cache & history and tryagain
To Avoid Data Loss	•	Check Network and Firewall settings. Frequently use the draft button to save the data.
Session Time out	•	On few occasions, server takes time to save the data and get timed-out. Have patience, keep trying and keep the page active.
Disappearing of the collapsingfields	•	Re-click the dropdown and select "Please Select" (default option) and then re-select the required option as per the case for reappearance of collapsing field.
View uploaded document	•	In case of viewing issue of uploaded document, it is suggested to reattach the documents under doubt.
Registration in the name of the Organization	•	Profile details can be modified before submission of application. Edit and change the Name of Profile (from person to Organisation's Name).

- 20. All attachments to the online applications must be in the .pdf file format only.
- 21. DSIR reserves the right to summarily reject the application at any stage, if it is convinced that the application is not properly filled or the relevant information is not provided.
- 22. For any queries regarding the submission of online proposals under SIRO, please email to the Member Secretary, SIRO.
- 23. Form fields of the application are appended below.

Government of India

Ministry of Science and Technology

Department of Scientific and Industrial Research

Technology Bhavan, New Mehrauli Road New Delhi - 110 016

Scientific And Industrial Research Organization - SIRO

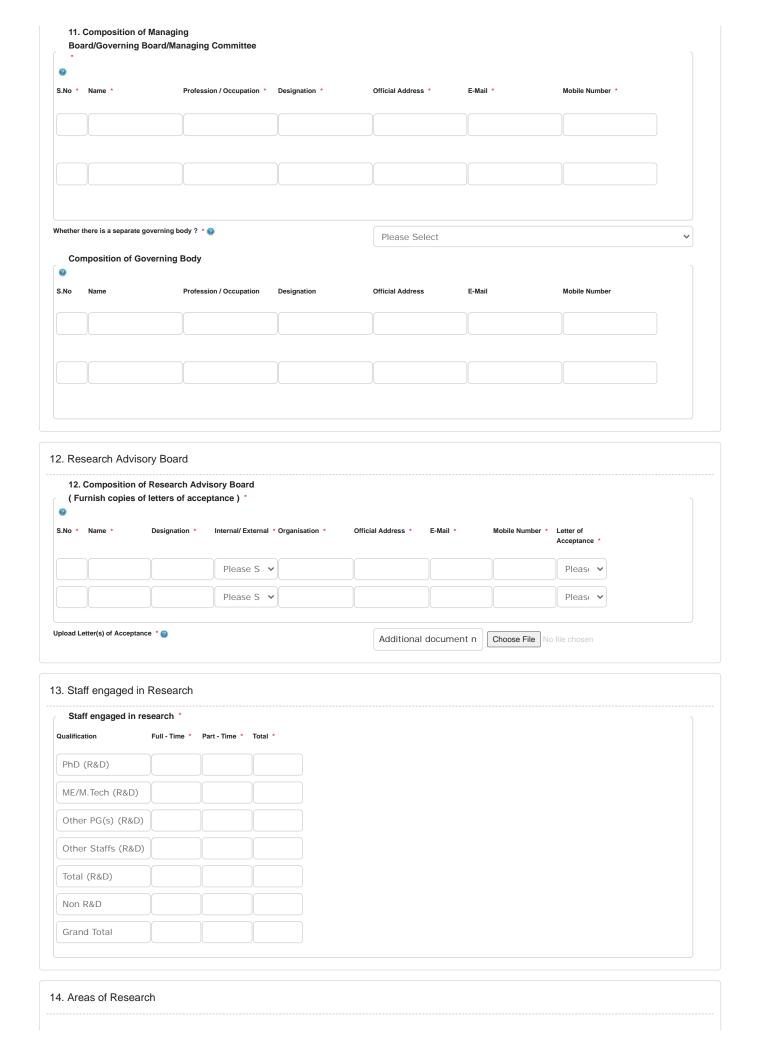
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3. Information about R and D Center(s)		
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3.2 Name of the officer-in-charge of the Laboratory/ R&D Center(s) *		
3.3 Designation of the officer-in-charge of the Laboratory/ R&D Center(s) *		
3.4 Address of the officer-in-charge of the Laboratory/ R&D Center(s) *		
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