Instructions for Online Application of PFRI Fresh and Renewal of Registration Submission

- 1. Applicants may refer Public Funded Research Institute (PFRI) guidelines for the scheme details and follow the instructions thoroughly..
- 2. For Online Applications, 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 submission, the applicant shall be taken to the service plus portal at https://serviceonline.gov.in/dbt
- 4. The applicant shall first have to register for accessing the schemes on the service plus portal.
- 5. For the PFRI 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. After log in, PFRI scheme can be reached through Apply for Services --> View all Available services --> Public Funded Research Institute (PFRI) (Search PFRI for quick access)
- 8. After submission, the applicant organization will receive an Acknowledgement receipt where it will have the Application Reference Number (App Ref No.).
- 9. Applicant may check the application status as: Login --> View Application status --> Track Application status --> App Ref No. --> Get Data.
- 10. It's advisable to keep saving data by clicking on DRAFT while filling the form.
- 11. Once it saves in Draft, applicant will get a pop-up notifying App Ref No.
- 12. This App Ref No. will be used to further track the Draft Application as: View status of Application --> View Incomplete Application.
- 13. Applicants can manage the profile after registering.
- 14. The applicant is required to fill all the required fields and upload all the relevant documents.
- 15. Applicants are advised to observe patience as draft saving/submission may take little time on many occasions.
- 16. The auto-fill fields have to be clicked for proper insertion.

17. 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
	Check Network and Firewall settings.
To Avoid Data Loss	• 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	• Re-click the dropdown and select "Please Select"
collapsing fields	(default option) and then re-select the required
	option as per the
	case for reappearance of collapsing field.
View uploaded	• In case of viewing issue of uploaded document, it
document	is suggested to reattach the documents under doubt.
Registration in the	Profile details can be modified before submission
name of the	of application.
Organization	• Edit and change the Name of Profile (from person
	to Organisation's Name).

- 18. All attachments to the online applications must be in the .pdf file format only.
- 19. 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.
- 20. For any queries regarding the submission of online proposals under PFRI, please email to the Member Secretary, PFRI.
- 21. Form fields of the applications are appended below.

Language

Government of India

Ministry of Science and Technology

Department of Scientific and Industrial Research

Technology Bhavan, New Mehrauli Road New Delhi - 110 016

Public Funded Research Institute (PFRI)

Refer Guidelines before filling Application Form

Vhether the application is for *	Please Select	~
2. Institute Details		
.1 Name of the Institution *		
.2 Address *		
Address Line 1 *		
Address Line 2		
Address Line 3		
Country *	Please Select	~
State *	Please Select	~
District	Please Select	~
Postal / Zip Code *		
2.3 Mobile Number *		
2.4 E-Mail *		
2.5 Fax /Telex /Grams		

3.1 Legal status of the Institution *	Please Select
3.2 Enclose copy of the Act , amended MOA or relevant notification * ②	Additional doc Choose File No file chosen
3.3 Upload Gazette notification/ relevant notification to establish legal status . * ②	Additional doc Choose File No file chosen
3.4 Upload UGC notification 2	Additional doc
	Choose File No file chosen

4. Contact Details		
Name & Designation of the Head (Vice Chancellor/ Di Registrar) of the Institution *	rector/ Dean/	
4.1 Name *		
4.2 Designation *		
Coordinator Details *		
4.3 Name *		
4.4 Address Line 1 *		
Address Line 2		
Address Line 3		
Country *	Please Select	~
State *	Please Select	•
District	Please Select	•
Postal / Zip Code *		
4.5 Mobile Number *		
4.6 E-Mail *		

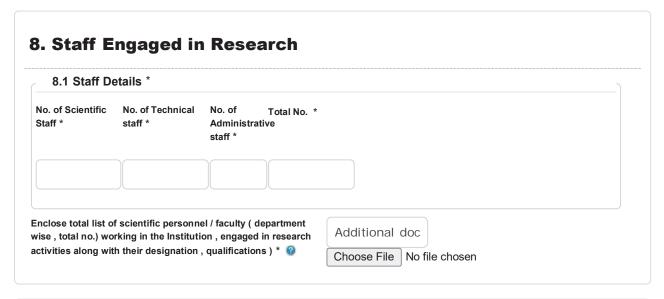
5. Research Area	
5.1 Broad Areas of Research & major Research Programs *	

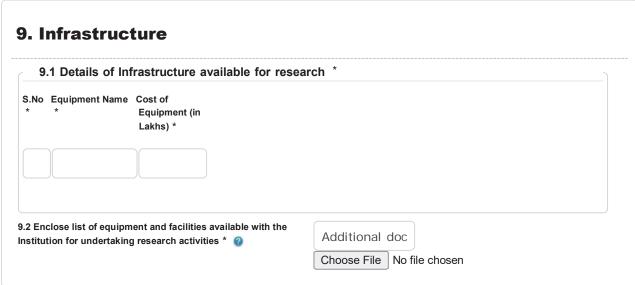
5.2 Enclose copy of the latest annual report * ②	Additional doc
	Choose File No file chosen
5.2.1 Enclose copy of latest financial statement/ annual account of organization for (R&D/ education)/ sanction letters from the	Additional doc
funding agency) 📀	Choose File No file chosen

6.1 Composition of Research Advisory Committee *						
S.No *	Name *	Designation *	Internal / External *	OrganisationE-Mail *	Mobile Number	

7.1 D	etails of R&D Progra	ammes/ Pro	jects (On	going)	
S.No *	Title and Year in Scope of the which R&D Project started *	Capital (in Lakhs) *	Recurring (in Lakhs)	Total (in * Lakhs) *	Sponsoring Agency *
-	ails of Ongoing Projects *		for the ne	Choose	
	etails of Proposed F	R&D work (of Capital (in the capital (in the capital))		Choose tt three ye	File No file chosen

Upload details of Proposed R&D work (for the next 3 years) * 2 Additional doc Choose File No file chosen

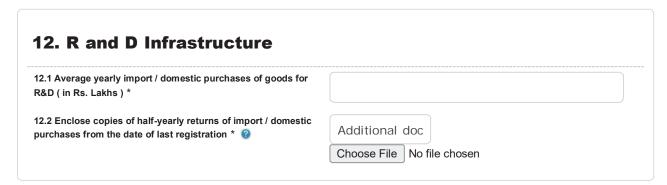




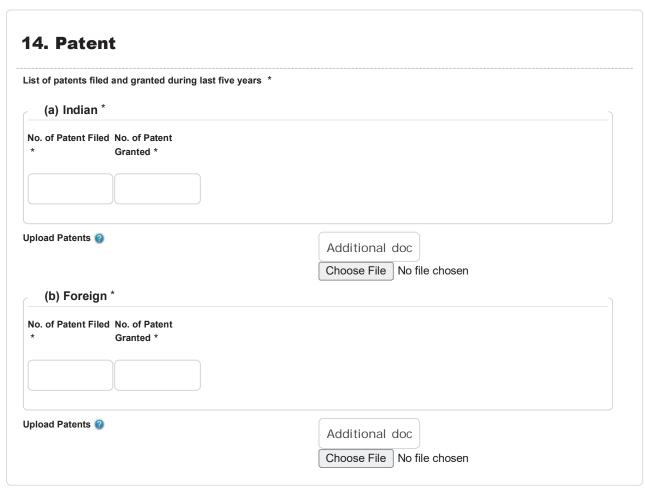


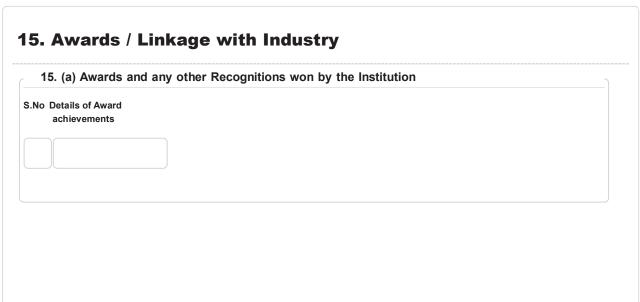
sanctioned (Financial Year 1)	Amount sanctioned (Financial Year 2)	





13. Publication				
13.1 Number of papers published during last two years *				
13.2 Enclose list of publications of last 3 years , their authors , journals/journal pages and the year in which they were published along with the copy of selected research papers with high Imapct Factor *	Additional doc Choose File No file chosen			





S.No Linkage with Type of Linkage Industry	
I6. Any Other Information	
Any other information you may like to provide *	
17. Declaration	
Indertaking *	
7. I hereby certify that the information given above is correct . I Iso undertake :	
) to utilise the customs duty exemption facility in terms of Notfn Nos . 51/96- Customs dt. 23.7.1996, as amended from time to me for research purposes only.	
i) not to avail / utilize the customs duty exemption / GST facility n terms of Notfn. Nos. 51/96- Customs dt. 23.7.1996, as amended rom time to time for hospitals* or patient care activities. (The efinition of hospital may be seen in the notification)	
iii) to provide separate budget for research activities, which will be spent according to the approvals by the Research Advisory committee (RAC) and imports as well as domestic purchases will be made out of budgets for research.	
v) to submit half-yearly returns of goods imported by availing ustoms duty exemption facility in terms of Notfn. Nos. 51/96-customs dt. 23.7.1996, amended from time to time, to the	
Department of Scientific & Industrial Research every year (by December 31 and June 30) and to provide all such information and documentation to DSIR as requested by the Department, as also access of DSIR officials/ teams sent by DSIR to my institution, in order to have continuity of and maintain the egistration.	
Agree *	
ignature * 🔞	Choose File No file chosen
Name and a large day of the constant of the co	Additional doc
y the PI and Head / Chief Executive of Organisation /	Choose File No file chosen
Please upload coloured scan of above undertaking (ink -signed by the PI and Head / Chief Executive of Organisation / Institution) on the Letter Head of the Organisation. *	Choose File No file chosen

🖺 Draft

🖺 Submit

C Reset

Close