

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	<ul style="list-style-type: none">• Compress ‘all’ pdf files to be uploaded and ‘rename’ them without spaces in the file name.• Clear Browser cache & history and try again• Check Network and Firewall settings.
To Avoid Data Loss	<ul style="list-style-type: none">• Frequently use the draft button to save the data.
Session Time out	<ul style="list-style-type: none">• 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 collapsing fields	<ul style="list-style-type: none">• 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	<ul style="list-style-type: none">• In case of viewing issue of uploaded document, it is suggested to reattach the documents under doubt.
Registration in the name of the Organization	<ul style="list-style-type: none">• Profile details can be modified before submission of application.• 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.

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

1. Registration

Whether the application is for *

Please Select



2. Institute Details

2.1 Name of the Institution *

2.2 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. Legal Status

3.1 Legal status of the Institution *

Please Select



3.2 Enclose copy of the Act , amended MOA or relevant notification *

Additional doc

Choose File

No file chosen

3.3 Upload Gazette notification/ relevant notification to establish legal status . *

Additional doc

Choose File

No file chosen

3.4 Upload UGC notification

Additional doc

Choose File

No file chosen

4. Contact Details

Name & Designation of the Head (Vice Chancellor/ Director/ Dean/ Registrar) of the Institution *

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 * ?

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 funding agency ?

Additional doc

Choose File No file chosen

6. Research Advisory Committee

6.1 Composition of Research Advisory Committee *

S.No *	Name *	Designation *	Internal / External *	Organisation *	E-Mail *	Mobile Number
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Enclose copy of the minutes of the most recent meeting * ?

Additional doc

Choose File No file chosen

7. R and D Programs

7.1 Details of R&D Programmes/ Projects (Ongoing) *

S.No *	Title and Scope of the R&D Project *	Year in which Project started *	Capital (in Lakhs) *	Recurring (in Lakhs) *	Total (in Lakhs) *	Sponsoring Agency *
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Upload details of Ongoing Projects * ?

Additional doc

Choose File No file chosen

7.2 Details of Proposed R&D work (for the next three years) *

S.No *	Title and Scope of the Project proposed *	Duration of the Project in months *	Capital (in Lakhs) *	Recurring (in Lakhs) *	Total (in Lakhs) *	List of specialised equipment required to be purchased and indicate thier cost *	Remarks *
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Upload details of Proposed R&D work (for the next 3 years) * ?

Additional doc

Choose File

No file chosen

8. Staff Engaged in Research

8.1 Staff Details *

No. of Scientific Staff *	No. of Technical staff *	No. of Administrative staff *	Total No. *
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<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Enclose total list of scientific personnel / faculty (department wise , total no.) working in the Institution , engaged in research activities along with their designation , qualifications) * ?

Additional doc

Choose File

No file chosen

9. Infrastructure

9.1 Details of Infrastructure available for research *

S.No *	Equipment Name *	Cost of Equipment (in Lakhs) *
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<input type="text"/>	<input type="text"/>	<input type="text"/>
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9.2 Enclose list of equipment and facilities available with the Institution for undertaking research activities * ?

Additional doc

Choose File

No file chosen

10. Sources of Funding

Sources of funding to the Institution *

Sources of Funding *

Sources of funding Name of Agency to the Institution	Amount sanctioned (Financial Year 1) ?	Amount sanctioned (Financial Year 2) ?
i) Central		
ii) State		
iii) UT Gove		
iv) Self-Fin		
v) Any Oth		

Enclose the statement of receipts & recurring expenditure of the Institution along with sample copies of last sanction orders issued by the concerned Government Department for release of grants for non-plan recurring expenditure of the Institution and a letter from the concerned central/state/UT Govt. Department regarding the commitment to meet atleast 50% of the recurring expenses of the Institution. * ?

Additional doc

Choose File

No file chosen

11. R and D Budget

Annual Budget for research for last two years (in Rs. Lakhs) *

11.1 Annual Budget for research for last two years (in Rs. Lakhs)

Year * ?	Capital (R&D) *	Revenue (R&D) *	Total (R&D) *	Total Budget of the Institution / university *

11.2 State whether the Budget includes staff salaries *

Please Select

**12. R and D Infrastructure**

12.1 Average yearly import / domestic purchases of goods for R&D (in Rs. Lakhs) *

12.2 Enclose copies of half-yearly returns of import / domestic purchases from the date of last registration * ?


Additional doc

Choose File

No file chosen

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

14. Patent

List of patents filed and granted during last five years *

(a) Indian *

No. of Patent Filed *	No. of Patent Granted *
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<input type="text"/>	<input type="text"/>
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Upload Patents 

Additional doc

Choose File

No file chosen

(b) Foreign *

No. of Patent Filed *	No. of Patent Granted *
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<input type="text"/>	<input type="text"/>
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Upload Patents 

Additional doc

Choose File

No file chosen

15. Awards / Linkage with Industry

15. (a) Awards and any other Recognitions won by the Institution

S.No	Details of Award achievements
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<input type="text"/>	<input type="text"/>
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15. (b) Linkage with Industry

S.No	Linkage with Industry	Type of Linkage
<input type="text"/>	<input type="text"/>	<input type="text"/>

16. Any Other Information

Any other information you may like to provide *

17. Declaration

Undertaking *

17. I hereby certify that the information given above is correct . I also undertake :

(i) to utilise the customs duty exemption facility in terms of Notfn . Nos . 51/96- Customs dt. 23.7.1996, as amended from time to time for research purposes only.

(ii) not to avail / utilize the customs duty exemption / GST facility in terms of Notfn. Nos. 51/96- Customs dt. 23.7.1996 , as amended from time to time for hospitals* or patient care activities . (The definition 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.

(iv) to submit half-yearly returns of goods imported by availing customs 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 registration.

I Agree *

☐

Signature * ?

 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. * ?

 No file chosen

Name *

Designation *

E-Mail ***Mobile Number *****Telephone(s) *****Date & Time *****Word verification**

Please enter the characters shown above

Draft

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