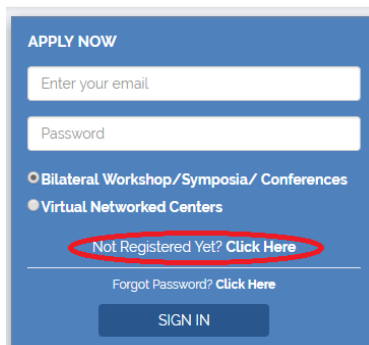


Guidelines for Online Application

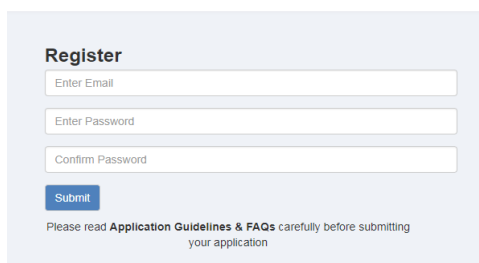
Before filling up the form, applicant(s) are advised to carefully go through the information available on the IUSSTF website for “Bilateral Workshop/Symposia” (<http://www.iusstf.org/story/53-17-Bilateral-Workshop--Symposium--Conference.html>) and “Indo-U.S. Virtual Networked Centers” (<http://www.iusstf.org/story/53-19-Indo-US-R--amp-D-Joint-Networked-Center.html>) segment pages. *The applicant(s) have to register separately to submit the online application for each program.*

Step – 1: Online Registration

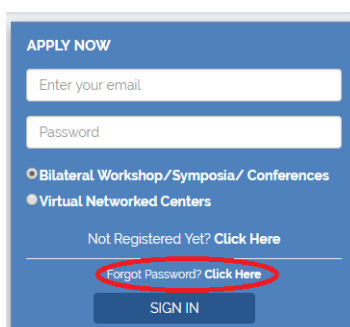
- The applicant(s) needs to register on the portal and Sign-in through the Online Application Portal for Bilateral Workshop/ Symposium/ Conference and/or Virtual Networked Centers.



- The Registration contains essential details about the applicant. Applicant’s registered email id is the Login id.



- Verify your account using the link sent to your registered email id. Please check your Spam/Junk Folders in case the mails are not received in your inbox from:
 - program@indousstf.org for Bilateral workshops/Conferences/ Symposia and
 - virtual.center@indousstf.org for Virtual Networked Centers
- Please remember your user id and password for future references.
- **Forgot Password:** In case you forget your account password, please click on ‘**Forgot Password**’ option on the login page. An email with the link to reset your password will be sent to your registered email ID. Please reset your password and login to your account.



STEP – 2: Submission of Application

This section contains personal details of the applicant(s), technical and financial details of the proposal and necessary uploads (in PDF format).

- Login to the Online Portal with the registered email id and password. Registration id and password are required to be entered each time when you login to the system for completing the Application
- Fill in the required details in the application format. Fields marked with an * (asterisk) are mandatory.
- The applicant(s) may preserve the entered information using the **Save** button given at the bottom of the form. At any given time, you may retrieve the saved information using your login credentials and **Submit** the form upon completion.
- All documents should be scanned and uploaded in **PDF format only**, strictly according to the list mentioned in the application form.
- Kindly ensure that your respective form is complete and filled to the best of your knowledge before clicking 'Submit'. Applicants **would not be able to change or edit** their forms after submission.
- The applicant(s) may download the PDF copy of completed application after submission. All online applications will receive an automatic email acknowledgement towards receipt of application. The PDF format of the application can also be downloaded using the link sent to the registered email id after submission. Please note the Application id for future references.

Note:

1. The applicant(s) have to register separately to submit an application form for each of the programs.
2. All documents should be scanned and uploaded in **PDF format only**, strictly according to the list mentioned in the application form.
3. Please enter your personal details correctly which will be used for all documentation purposes under the respective program(s).
4. The address provided by the applicant will be used for all correspondence. Any change of address after submission of the application needs to be communicated to the respective program officer without fail.

If any applicant(s) is found to have furnished incorrect / misleading information at any stage, his/her application for support will be cancelled.

Hard copies of the submitted application are NOT REQUIRED to be mailed to IUSSTF. However, the candidate(s) are advised to keep the original copies of supporting documents (Endorsement letter, PI Certificate etc.) and a hardcopy (print out) of the submitted application form for future reference.

IUSSTF reserves the right to change/modify the Application format/guidelines/FAQs at any time.