DHR e-PMS

User Manual for Applicants for HRD Ver-2.0

2024

DEPARTMENT OF HEALTH RESEARCH

MINISTRY OF HEALTH AND FAMILY WELFARE

GOVT. OF INDIA

HRD URL

The web link for HRD scheme portal is "www.schemes.dhr.gov.in.

Download Forms as per the fellowship

Click here on Downloads and click on Human Resource Development for Health Research (HRD) in drop down to get fellowship wise forms that need to be filled and uploaded.

HRD Scheme Portal Login

In the welcome page: you can see a "**ePMS Login**" screen as shown below. Click on the "e-PMS Login" for new moving towards login page.

Login Page

A Login page like this will appear.

DHR ePMS

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DEPARTMENT OF HEALTH RESEARCH

LOGIN ID (REGISTER EMAIL ID)

example@gmail.com

Old users can directly enter their Login details

PASSWORD

******

CAPTCHA

Enter Captcha

After login, you will receive an OTP in your registered email

🔒 Login Securely

If you are a new user then click on register to make an account

🏠 | Register | Forgot Password?

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Enter OTP received at email

Enter OTP

Submit

Close

Enter OTP received to your registered email id

Registration Process

Once you have logged in, this screen will appear.

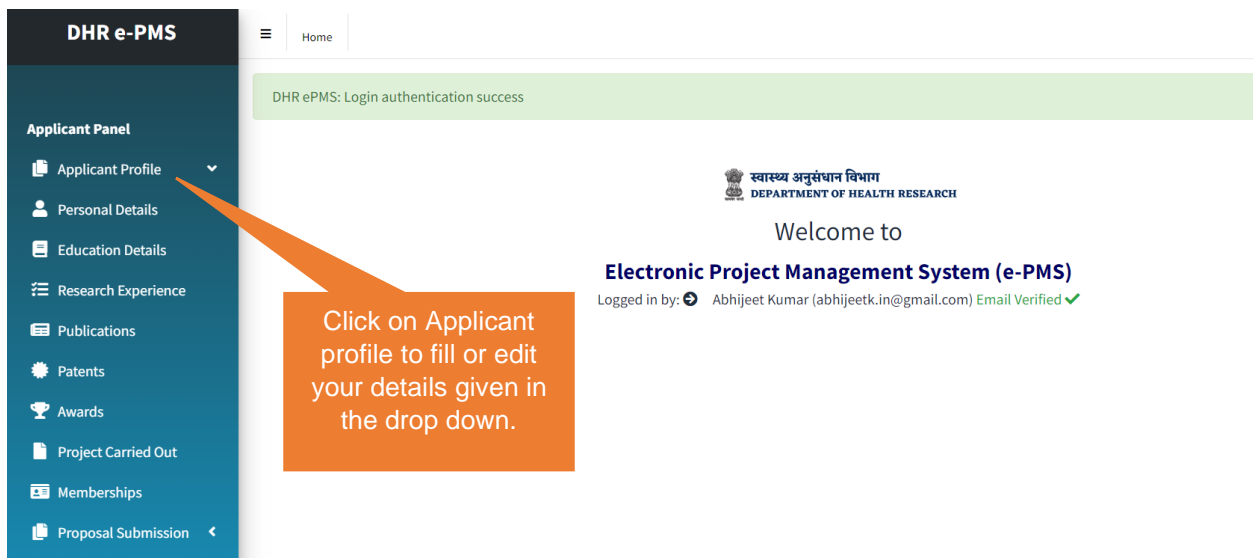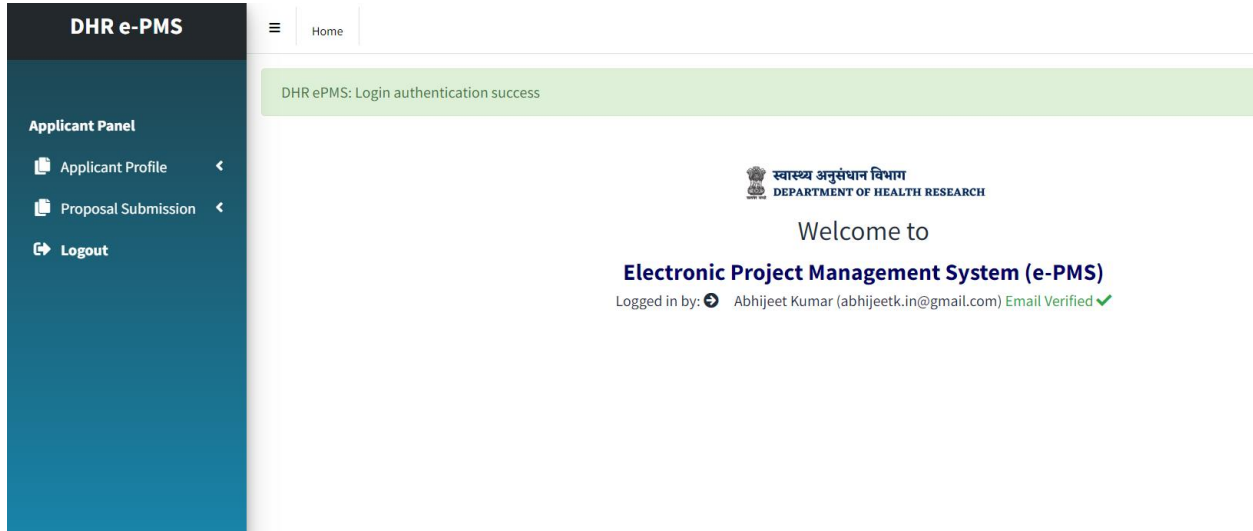Make you have filled Personal Details, Education Details, Research Experience, Publications, Patents, Awards, Project Carried Out, and Memberships

After clicking on HRD, you will get the below screen. Please click on **Apply** to place your request for your desired fellowship.

#	Name of Scheme	Deadline	Action
	Human Resource Development for Health Research (HRD)		
1	Short-Term Studentship (STS)	30th June 2024	Apply
2	MD/MS/DM/MCh/DNB/DrNB/MDS Thesis Support	1st June 2024 to 30th June 2024	Apply
3	Short-Term National Fellowship	30th June 2024	Apply
4	Long-Term National Fellowship	30th June 2024	Apply
5	Women Scientist fellowship	30th June 2024	Apply
6	Biomedical research grant for NRI/OCI/PIO	30th June 2024	Apply
7	Support to Institutes for Training/Modules/Courses in biomedical research	30th June 2024	Apply
8	International Travel Grant Support for Non DHR/ICMR Scientists & Researchers	Applications invited on rolling basis	Apply
9	Workshops funding grant in biomedical research	Applications invited on rolling basis	Apply
10	Start-up Grant for fellows undergone long term/short term training supported by DHR	30th June 2024	Apply

Note: Please check the Call-for-Proposal of HRD to know which fellowships are opened and which are not. Read the HRD guidelines properly to understand the eligibility criteria.

Deadline: Make sure that your proposal is submitted before the deadline. After that applications will not be accepted. Please don't send hard copies of your application to DHR or ICMR.

Suppose you click on **Apply** in Short-Term National Fellowship.

#	Name of Scheme	Deadline	Action
	Human Resource Development for Health Research (HRD)		
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2	MD/MS/DM/MCh/DNB/DrNB/MDS Thesis Support	1st June 2024 to 30th June 2024	Apply
3	Short-Term National Fellowship	30th June 2024	Apply
4	Long-Term National Fellowship	30th June 2024	Apply
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7	Support to Institutes for Training/Modules/Courses in biomedical research	30th June 2024	Apply
8	International Travel Grant Support for Non DHR/ICMR Scientists & Researchers	Applications invited on rolling basis	Apply
9	Workshops funding grant in biomedical research	Applications invited on rolling basis	Apply
10	Start-up Grant for fellows undergone long term/short term training supported by DHR	30th June 2024	Apply

The window below will appear after clicking the **Apply** in Short-term National Fellowship. Please fill in all the details correctly and completely.

☰ Dashboard

Add: Short Term National Fellowship *(Screen 1)*

PERSONAL INFORMATION

Name in full*	Designation	Department	Email Id
Mr Abhijeet Kumar	Scientist C	Department of Health and Education	abhijeetk.in@gmail.com

Date of Birth *	Mobile	Gender	Category
20-06-1984	8527866555	Male	GEN

DETAILS OF THE INSTITUTE WHERE THE PROPOSED TRAINING WILL BE CARRIED OUT

State*

Select State

Methodology *(Max. 3500 characters)

Methodology

Project Summary *(Max. 3500 characters)

Project Summary

Outcome *(Max. 3500 characters)

Outcome

Detail Proposal (Pdf format only (not more than 50 pages) max 10 MB size)*

Choose File | No file chosen

👁Back | ⊕Save and Next

Click on **Save & Next** in the bottom of the page after filling in all the required information.

schemes.dhr.gov.in says

Are you sure want to update the entered details?
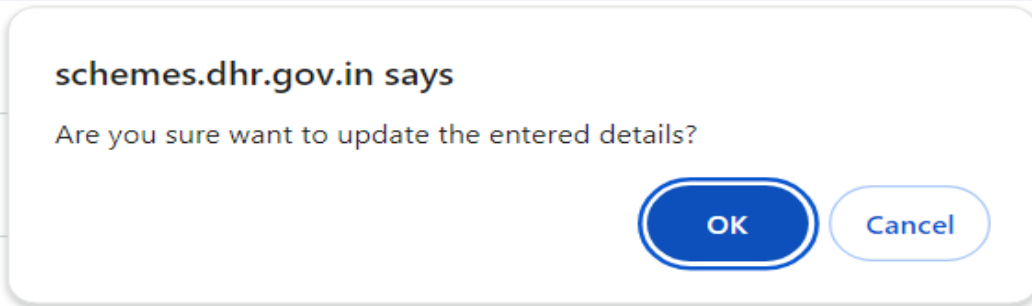
[OK]   [Cancel]

After clicking on Save & Next, a pop-up window will appear. If you are sure about the entered details, then click **OK** or click on Cancel and rectify the entered details.

Add Mentor Information in Sub Scheme: Short Term Fellowship *(Screen 2)*

MENTOR INFORMATION

Name of the host institution*

Bhartiya Engineering Science and Technology Innovation University

Name in full*	Designation *	Department *	Email address *

Contact No. *

[Back] [Save or Add More] [Next]

Please add the **Mentor** details in your selected institute. You can **save** details of one or **add** multiple mentors in your selected institute. Once you save and click next, you will go to another page.

View / Add Proposed Budget for Prosposal Title : qwerty (For add budget breakup details click on 0 or values)

Year	Name	Fixed Fellowship	Contingency (Rs.)	Consumables(Rs.)	Minor Equipment(Rs.)	Travel (Rs.)(One time in a year)	Other Charges(Rs.)	Total(Rs.)
Year:1	Mr Abhijeet Kumar	480000	0 Add budget	0 Add budget	0 Add budget	0 Add budget	0 Add budget	480,000.00
							Total Budget:	480,000.00

[Back] [Next]

Please add the details of your budget here. After that click on **Next** to go to another page.

#	Document Name	Document Upload Status	Choose File to upload	Uploaded File	Uploaded Date	Remarks
	Upload Codal Documents (PDF format only , Max. size 10 MB only) (Screen 4)					
	Project Id: Draft					
1	Undertaking by Applicant		Click to Upload			
2	Certificate by Head of Institute		Click to Upload			
3	Mentor Consent Letter *		Click to Upload			
4	DSIR Recognition certificate(if private or NGO)		Click to Upload			
5	Mandate Form from working Institute *		Click to Upload			
6	Age proof certificate		Click to Upload			
7	Experience Certificate copy in one pdf format *		Click to Upload			
8	Educational Certificate copy in one pdf format *		Click to Upload			
9	PWD Certificate (if any) in pdf		Click to Upload			
10	Caste Certificate		Click to Upload			

Back   Next

Please upload all the documents required here. The documents should be in PDF format only and the maximum size should be less than 10 MB. After that click on **Next.**

Mandate Form of the Institute *(Screen 5)*

MANDATE FORM INFORMATION

Name of Account Holder (As per bank record)*	Email Id of Designated Authority*	Designation of Head of Institute*	Account No.*

Bank Name*	Ifsc Code*	Branch name and address*	
Select			

Back   Save   Next

#	Name of Account Holder (As per bank record)	Email Id of Designated Authority	Designation of Head of Institute	Account Number	Bank Name	IFSC	Branch Name and Address	Action

Please add the details of the **Mandate Form** of the Institute. All the details here should be correct for fund transfer. **Save** the details and click on **Next** to go to another page.

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Department of Health Research

Ministry of Health and Family Welfare

Online application Preview "Short-term Fellowship at Indian Institutes"

Proposal is in Draft Stage

Proposal Id: Proposal submission pending, **Proposal Title:** qwerty

PERSONAL/BASIC INFORMATION

Photograph	
Full Name	Mr Abhijeet Kumar (Scientist C)
Date of Birth	20-06-1984
Gender	Male
Category	GEN
Is differently abled?	No
Nationality	Indian
CONTACT INFORMATION	
Mobile Number	8527866555
Email Address	abhijeetk.in@gmail.com
Landline Number	

Preview of your whole application form will come here. You can check all the details that you have filled.

Declaration

☐ I hereby declare that the entries in this form and the additional particulars, if any, furnished herewith are true to the best of my knowledge and belief. I understand that in the event of my information being found false or incorrect at any stage, my project/proposal shall be liable to cancelation / termination without notice or any compensation in lieu thereof.

🖶 Print   ✏ Edit Proposal   💾 Submit Proposal

There is a **Declaration** in the bottom of the page. **Click here** to confirm the details.

Declaration

☐ I hereby declare that the entries in this form and the additional particulars, if any, furnished herewith are true to the best of my knowledge and belief. I understand that in the event of my information being found false or incorrect at any stage, my project/proposal shall be liable to cancelation / termination without notice or any compensation in lieu thereof.

🖶 Print   ✏ Edit Proposal   💾 Submit Proposal

You can **Print** your application form if you want. Click on **Submit Proposal** to put forward your application.

Your HRD Short Term National Fellowship proposal with proposal id 2024-1018 has been successfully submitted at DHR ePMS Portal.

स्वास्थ्य अनुसंधान विभाग
DEPARTMENT OF HEALTH RESEARCH

Welcome to

Electronic Project Management System (e-PMS)

Logged in by: ➔ Abhijeet Kumar (abhijeetk.in@gmail.com) Email Verified ✔

Once you have submitted your proposal, this window will appear with a message that your fellowship proposal has been submitted.

Query/ Feedback option

User can raise queries by logging into the portal, by selecting the options general, financial technical etc.

HRD Schemes: Queries

PDF   Excel   Print

Search:

Add new query

#	Query reference ID	Name	Email	Sub Scheme	Related To	Query	Raised on	Status of Query	Clarification	Date of Clarification	A
1	HRD-2024-75		anant.pmu@gmail.com	HRD (Short-Term Studentship (STS))	Finance	Dear Sir we have not received our 2nd installment of Rs x amount for the said fellowship program under HRD.	2024-05-31 13:24:55	open	Pending		
2	HRD-2024-76		anant.pmu@gmail.com	HRD (Women Scientist fellowship)	Administration	Kindly provide the status of my proposal submission	2024-05-31 13:26:33	open	Pending		

End of document*