Fellowship Module

National Scholarship Portal

Candidate User Manual

November 2026

एनआईसी
National
Informatics
Centre

Digital India
Power To Empower

TABLE OF CONTENTS

Version History 3

1 Purpose 4

2 Prerequisites 4

3 Workflow Brief 4

4 Accessing the National Scholarship Portal (NSP) 5

5 Accessing the Fellowship Module 5

6 Detailed Step-by-Step Procedure 6

6.1 Step 1: Candidate Login 6

6.2 Step 2: Verify login through OTP 8

6.3 My Profile (My Fellowships) 9

6.4 Part – I Candidate OTR and Fellow Record Linking Workflow 10

6.4.1 Step 4: Select the Ministry and Fellowship Scheme 10

6.4.2 Step 5: Enter Fellowship Linking Information 11

6.4.3 Step 6: Review Candidate Details 12

6.4.4 Step 7: Confirm Successful OTR-Fellowship Linkage 13

6.4.5 Step 8: Proceed with the Linked Fellowship 14

6.5 Part II: Fellowship Application Workflow 16

6.5.1 Step 9: Complete General and Personal Details 16

6.5.2 Step 10: Complete Institute and Academic Details 18

6.5.3 Step 11: Enter Research Details 20

6.5.4 Step 12: Upload Documents and Submit the Application 21

6.5.5 Step 13: Check Application Verification Status 23

6.5.6 Step 14: Review and Print Application Details 25

6.5.7 Step 15: Monitor the Application and Subsequent Activities 27

6.6 Part III: Six-Monthly Progress Repost Workflow 28

6.6.1 Step 16: Select the Six-Monthly Reporting Period 28

6.6.2 Step 17: Enter Research Details for the Reporting Period 29

6.6.3 Step 18: Review the Six-Monthly Progress Form 31

6.6.4 Step 19: Initiate Research-Paper Details 32

6.6.5 Step 20: Enter Deliverables and Milestones 34
6.6.6 Step 21: Enter Detailed Research-Paper Information 35
6.6.7 Step 22: Enter Patent Details 38
6.6.8 Step 23: Enter Prize, Award, or Medal Details 39
6.6.9 Step 24: Enter Technology Details 41
6.6.10 Step 25: Upload Progress Documents and Final Submit 42
7 General Instructions for Applicants 44

Version History

Version	Date	Prepared by	Description	Reviewed by	Approved by
1.0		NSP PMU	Fellowship Candidate User Manual	Dy. Director	
2.0	27-8-2026	NSP PMU	Updated for UGC Fellowship	Dy. Director	
3.0	04-11-2026	NSP PMU	Updated to incorporate modifications arising from UAT feedback	Dy. Director	

1 Purpose

This document guides Fellowship Candidates through the application process on the National Scholarship Portal (NSP) and the submission of research progress details every six months.

To apply, Fellowship Candidates should visit the **National Scholarship Portal (NSP)**, register to obtain a One-Time Registration (OTR) number, log in, link the number to their qualifying master record for the relevant UGC fellowship scheme, and complete and submit the application.

2 Prerequisites

- Fellow must register on National Scholarship Portal (NSP) to generate OTR
- Keep your OTR number and password ready.
- Keep access to the mobile number registered with the OTR for OTP verification.
- Keep the NTA reference number, category, NTA result date, and divyang status ready.
- Keep academic, admission, joining, research, and bank-related information ready.
- Prepare clear copies of all mandatory documents. Fields marked with an asterisk (*) are mandatory.
- Use the Save & Next button after completing each section.
- Review the information before final submission.

3 Workflow Brief

1. Login and OTP verification
2. Open My Fellowships
3. Link OTR with Fellowship Scheme
4. Open linked fellowship and select Proceed
5. Complete Candidate Details Form
6. Entering Academic and Research Details
7. Upload mandatory documents and submit
8. Track Ministry verification status
9. Submit Six-Monthly Research Progress details and supporting documents

Important: Do not use the browser Back button while entering data. Use Previous, Save & Next, or other buttons provided on the portal.

4 Accessing the National Scholarship Portal (NSP)

To access UGC fellowship schemes, candidates are required to first visit the **National Scholarship Portal (NSP).** The portal enables candidates to register and obtain their OTR number, link it with their qualifying master record for the relevant fellowship scheme, and submit their research details.

Steps to Access the Portal

1. Open a web browser.
2. Enter the URL of the **National Scholarship Portal (NSP)**. – https://scholarships.gov.in/
3. The NSP home page will be displayed with different modules including:
   - Students
   - Institutions
   - Officers
   - Public
   - Fellowship
4. Click on the **Fellowship** option to proceed to the fellowship module.

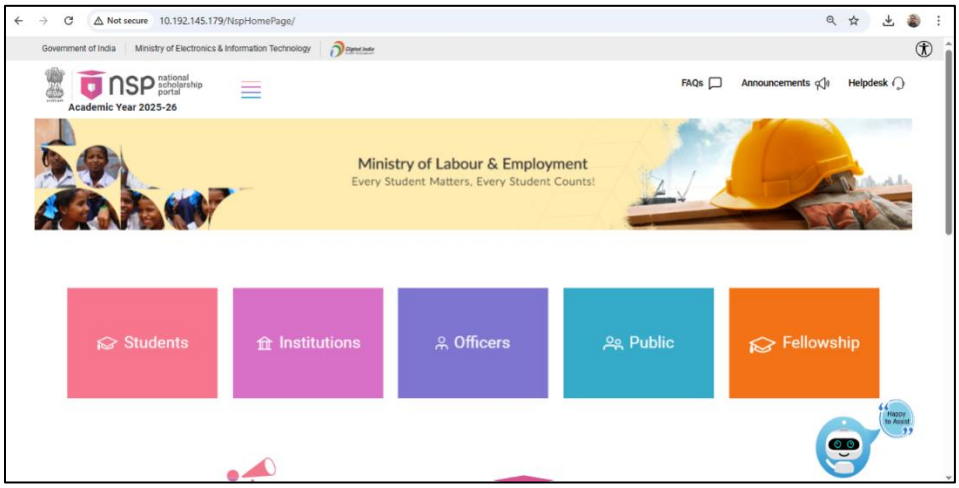


Figure 1- National Scholarship Portal (NSP) Home Page

5 Accessing the Fellowship Module

After selecting the **Fellowship** option from the NSP home page, the user is redirected to the **Fellowship Module Landing Page**.

This page provides access to different modules associated with the fellowship scheme and allows various stakeholders to access the system.

Available Options on the Portal

The fellowship portal contains the following sections:

- **Candidate Login** – Allows fellow candidates to log in and access the fellowship.
- **Institute Login** – Allows participating institutes to verify and process fellowship applications.
- **Ministry Login** – Allows ministry officials to review and process fellowship.
- **Announcements** – Displays important notifications and updates regarding the fellowship scheme.
- **FAQ** – Provides answers to frequently asked questions.

Steps

1. On the Fellowship landing page, locate the **Candidate Login** section.
2. Click on Candidate Login to proceed to the fellow candidate login page.

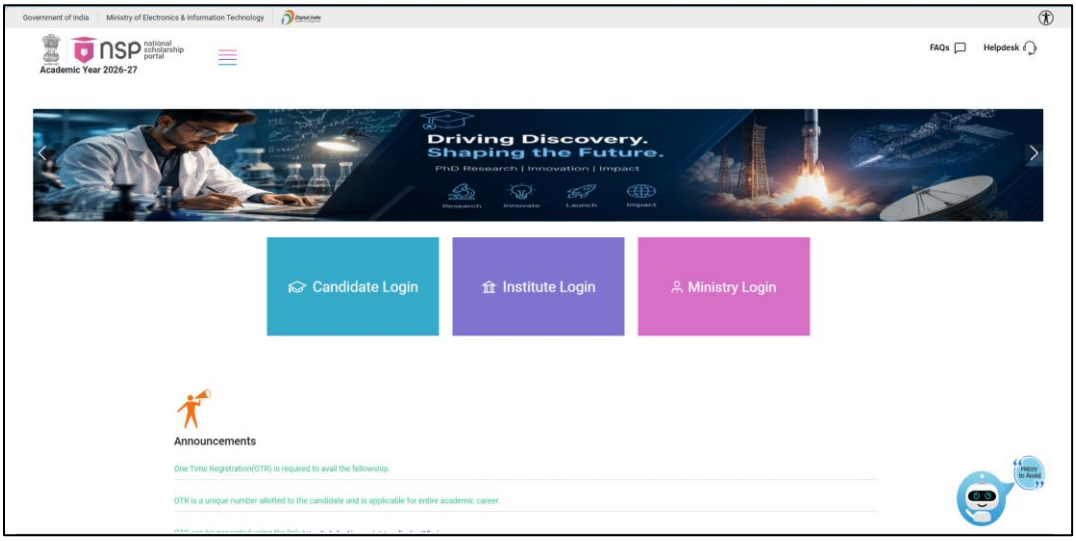


Figure 2 - Fellowship Portal Landing Page

6 Detailed Step-by-Step Procedure

6.1 Step 1: Candidate Login

To access the candidate account using the registered One-Time Registration (OTR) credentials create on the National Scholarship Portal.

Prerequisite: Keep the OTR number, password, and access to the mobile number registered with the OTR readily available.

Procedure:

1. Open the **Candidate Login** page.
2. Enter the registered **OTR Number** and **Password** in the respective fields.
3. Verify the details entered.

4. Click **Login** to proceed.

Expected Outcome: On successful authentication, the system redirects the candidate to the **OTP Verification** screen.

Credential Recovery: If the OTR number or password is not available, use the **Forgot OTR** or **Forgot Password** option, as applicable, and follow the instructions displayed on the portal.

In Case of Login Failure: Recheck the credentials and attempt login again. If the issue persists, use the appropriate credential-recovery option.

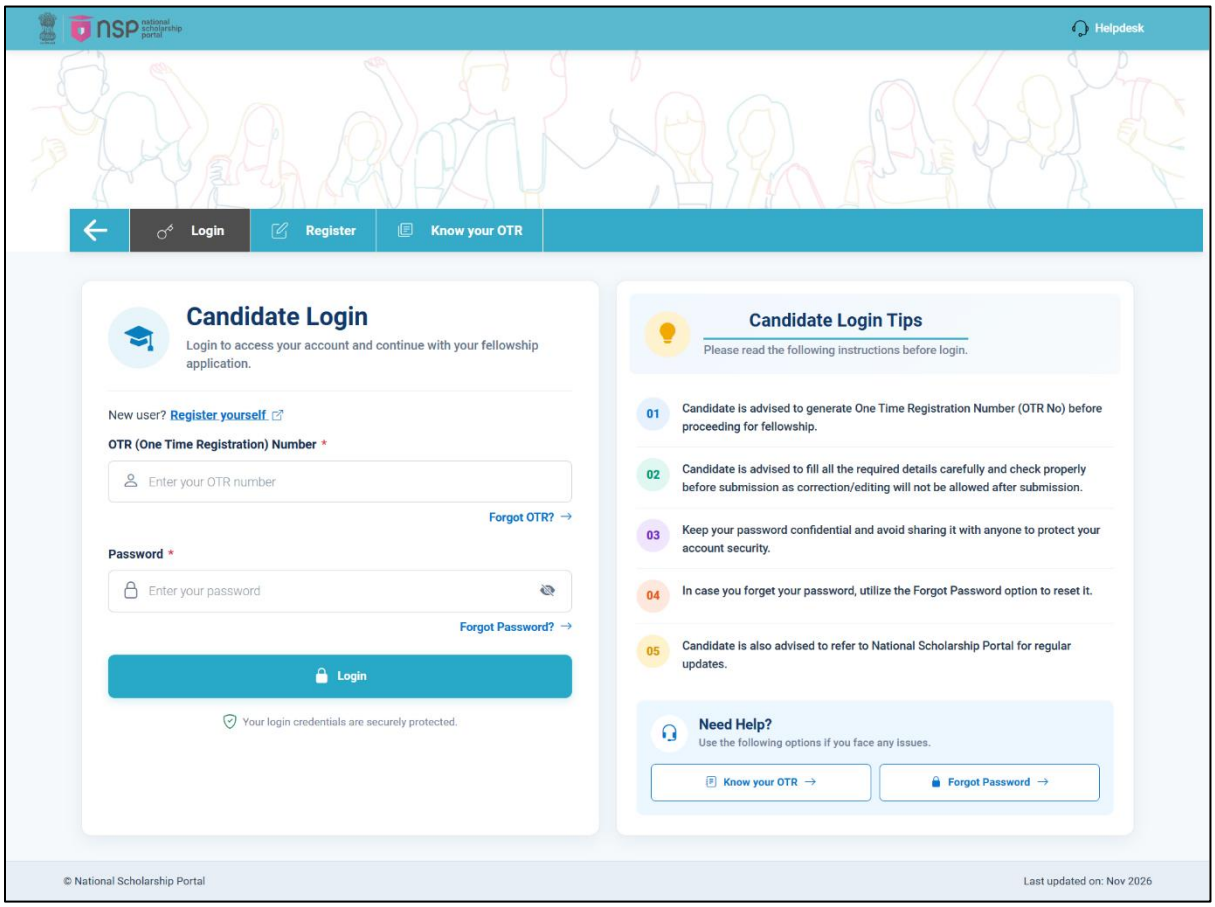


Figure 3 - Candidate Login Page

Important Notes

- *Candidates must complete **One Time Registration (OTR)** before linking for any fellowship scheme.*
- *Candidates are advised to keep their **OTR credentials confidential** and not share them with others.*
- *The password and OTP are confidential and shall not be shared with any person.*

6.2 Step 2: Verify login through OTP

Complete the second stage of login authentication using the One-Time Password (OTP) transmitted to the registered mobile number.

Prerequisite: Ensure access to the mobile number registered with the OTR and adequate mobile network connectivity.

Procedure:

1. Upon successful validation of the login credentials, an **OTP** is sent to the registered mobile number.
2. Enter the OTP in the designated fields on the **Login OTP** screen.
3. Verify the OTP entered.
4. Click **Confirm OTP** within the prescribed time limit.

Expected Outcome: On successful OTP verification, the system authenticates the candidate and provides access to the candidate dashboard.

In Case OTP Is Not Received or Expires: Use the **Resend OTP** option, wherever available, and enter the newly generated OTP within the prescribed validity period.

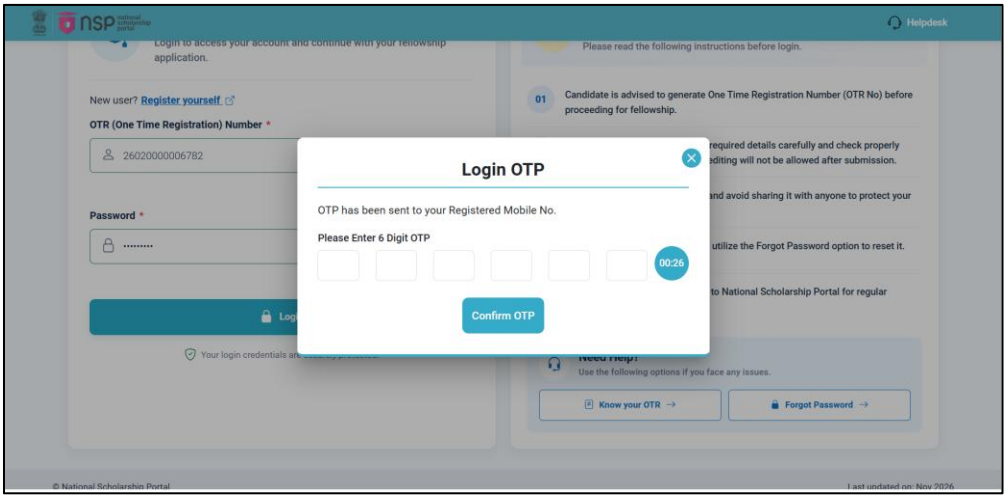


Figure 4 - Verify login through OTP

Important Notes

- *The OTP is intended solely for authentication and shall not be disclosed to any person.*
- *Enter the latest OTP received on the registered mobile number. If a new OTP is generated, the previously received OTP should not be used.*

6.3 My Profile (My Fellowships)

To access the fellowship section and initiate the process for linking the candidate's OTR with the applicable fellowship scheme.

Prerequisite: The candidate must have successfully logged in using the registered OTR credentials and completed OTP verification.

Procedure:

1. After successful login and OTP verification, access the candidate dashboard.
2. Select **My Fellowships** from the available menu on the left panel.
3. Review the fellowship information displayed on the screen.
4. If the OTR has not yet been linked to a fellowship scheme, select **Link OTR with PhD Scheme** to proceed. Otherwise, verify that **My Fellowships** is selected and that the relevant OTR-linking option is displayed.

Expected Outcome: The system initiates the fellowship-linking process.

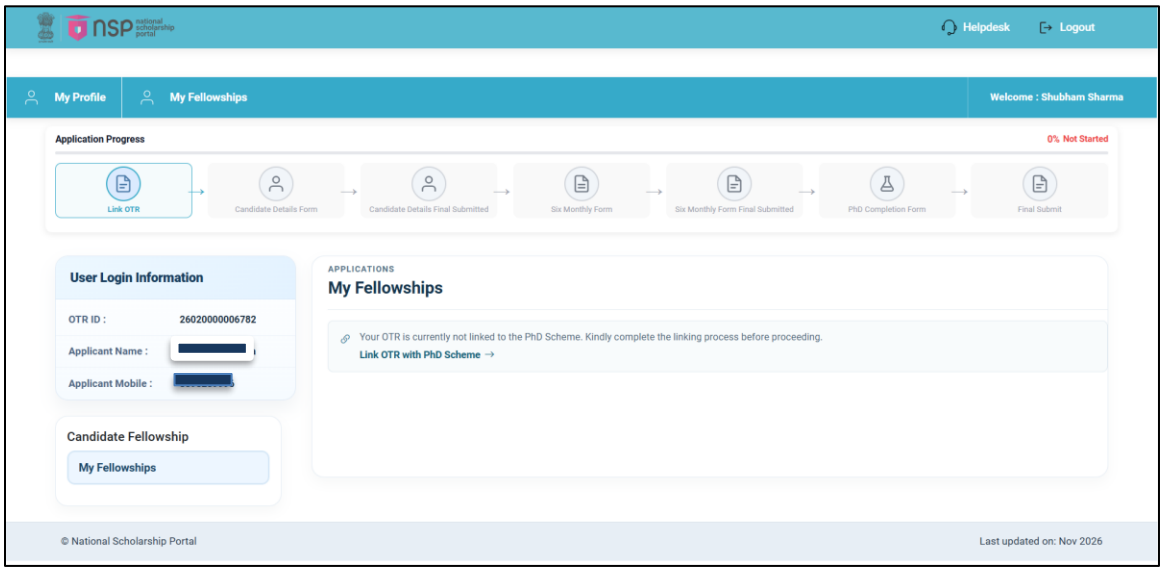


Figure 5 - Profile (My Fellowships)

Important Notes

- *To avoid duplicate linkage, candidates whose fellowship record is already linked to their OTR are requested to access the existing record through the corresponding action available against the linked fellowship.*

6.4 Part – I Candidate OTR and Fellow Record Linking Workflow

6.4.1 Step 4: Select the Ministry and Fellowship Scheme

To identify and select the appropriate Ministry and fellowship scheme for linking with the candidate's OTR.

Prerequisite: Keep the fellowship reference no and award/result details readily available.

Procedure:

1. Enter & Review the **Ministry** and **Scheme** displayed on the screen.
2. Ensure that the displayed Ministry and fellowship scheme correspond to the fellowship awarded to the candidate.
3. Select **Proceed** button after confirming the details.

Verification: Cross-check the displayed Ministry and Scheme with the applicable fellowship award/result record.

Expected Outcome: On selecting **Proceed**, the system displays the fellowship-linking information form.

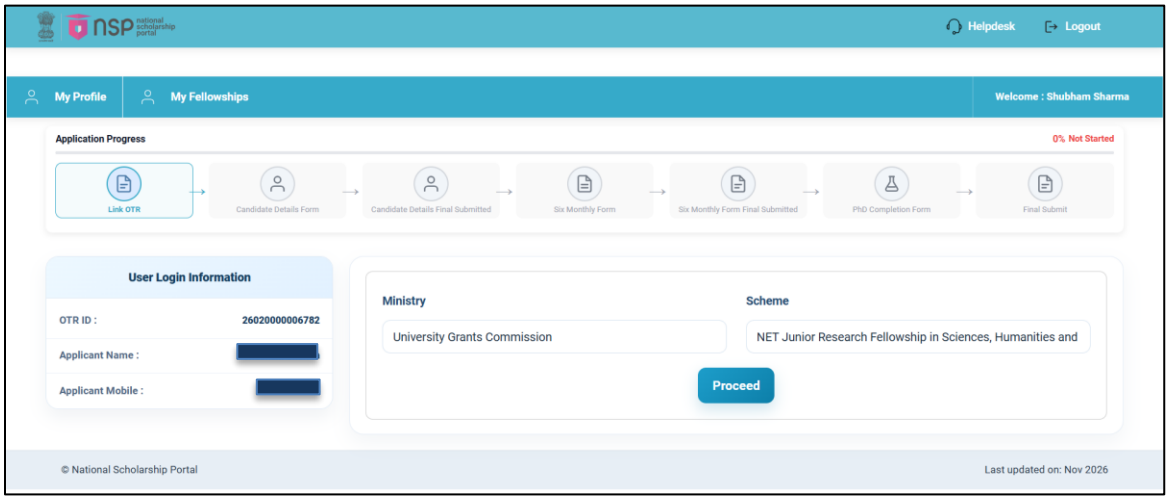


Figure 6 - Confirm the Ministry and Scheme

Important Notes

- *The fellowship scheme should be verified carefully before proceeding, as the subsequent candidate linkage is based on the selected scheme.*
- *In the event of incorrect details, the candidate shall not proceed and shall contact the designated institutional support channel, quoting the OTR number and fellowship award reference.*

6.4.2 Step 5: Enter Fellowship Linking Information

To identify and match the candidate's fellowship award record with the registered OTR.

Prerequisite: Keep the NTA Reference Number, Category, NTA Result Date, and applicable Divyangjan information readily available.

Procedure:

1. Enter the **NTA Reference Number** as available in the applicable award/result record.
2. Verify or select the applicable **Category**.
3. Select the **NTA Result Date**.
4. Select the applicable **Divyangjan** option.
5. Review the information entered.
6. Select **Submit** to proceed with candidate-record matching.

Verification: Ensure that the NTA Reference Number, Category, Result Date, and other particulars are entered exactly as available in the official records.

Expected Outcome: The system searches for and displays the candidate record corresponding to the information entered.

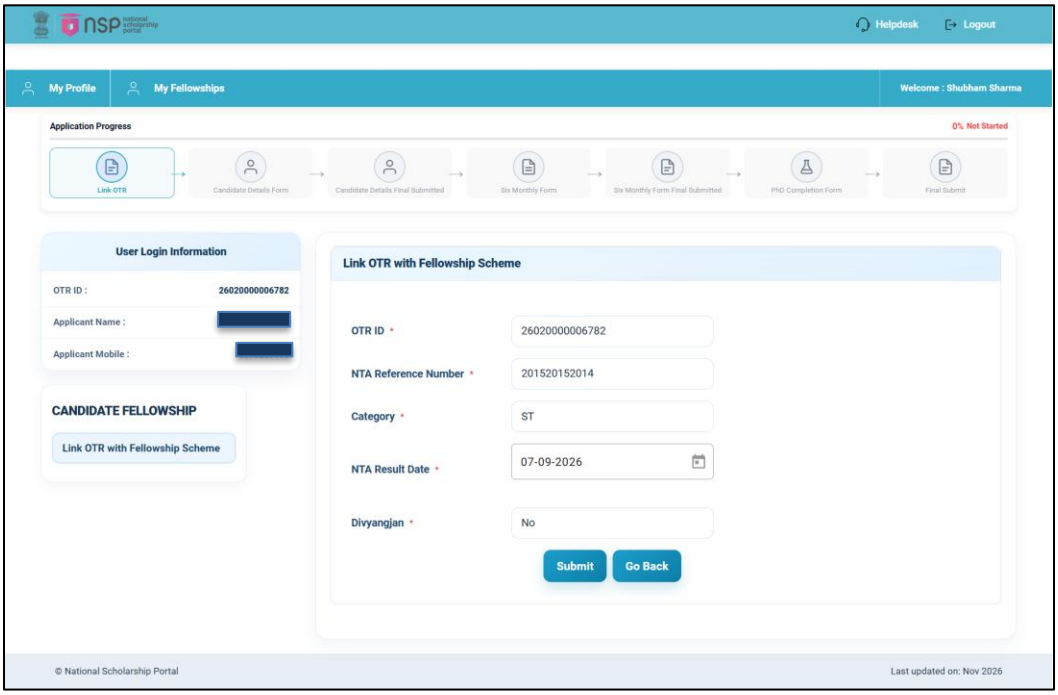


Figure 7 - Enter fellowship-linking information

Important Notes

- *Identifiers and dates should be entered exactly as recorded in the official fellowship/result records.*
- *The candidate shall verify the NTA reference number, category, and result date prior to submission.*
- *If no matching record is found despite the particulars being accurate, the matter may be referred through the prescribed support mechanism.*

6.4.3 Step 6: Review Candidate Details

To verify the candidate information retrieved by the system before linking the OTR with the fellowship scheme.

Prerequisite: Keep the fellowship award/result and relevant candidate/institutional records available for reference.

Procedure:

1. Review the candidate details displayed on the screen.
2. Verify the following particulars, as applicable:
    - Candidate Name
    - Date of Birth
    - Address
    - Institute details
    - NTA Reference Number
    - Category
    - NTA Result Date
    - Fellowship Commencement Date
    - Divyangjan Status
3. Compare the displayed information with the relevant official records.
4. If all details are correct, select **Link OTR with Fellowship Scheme**.

Verification: Attention should be given to the candidate identifiers, institute, category, result date, and fellowship commencement date.

Expected Outcome: On successful linkage, the OTR is linked with the applicable fellowship scheme, and the system generates a **Candidate ID**.

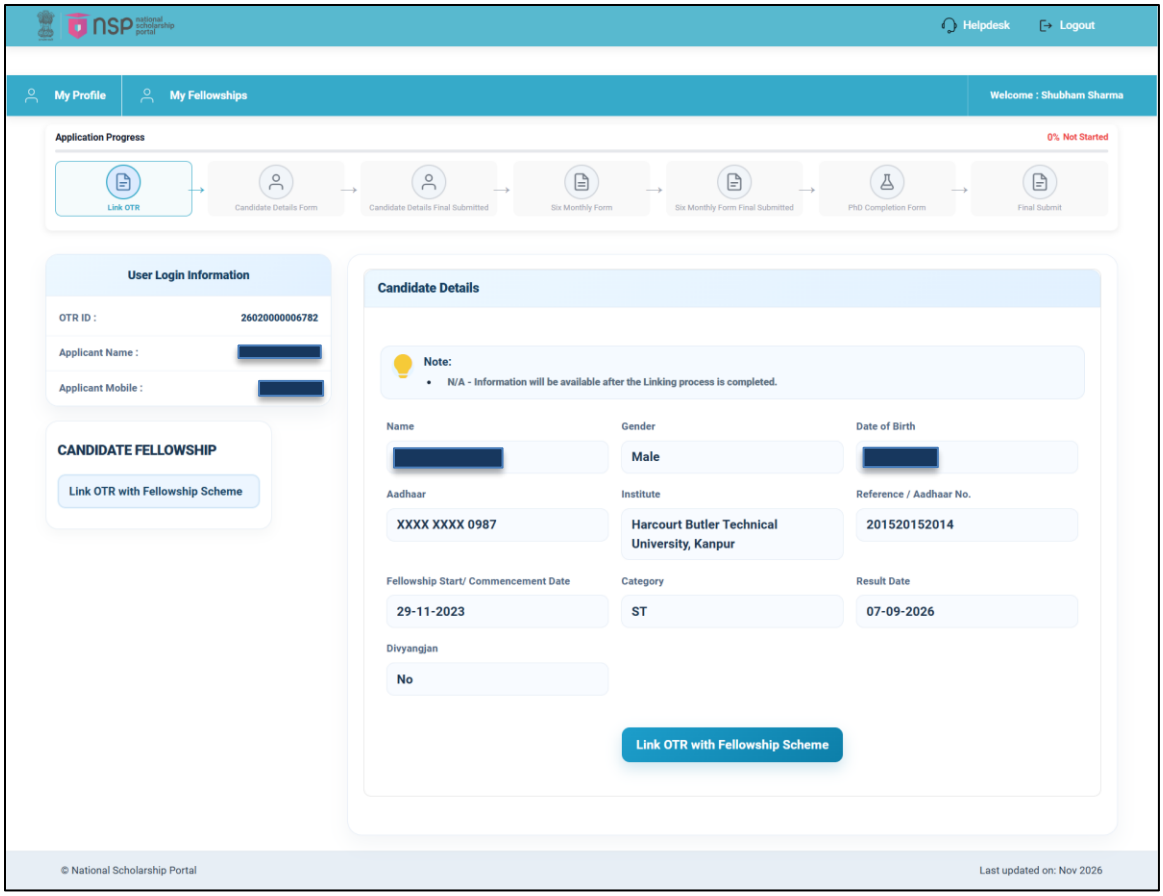


Figure 8 - Review candidate details

Important Notes

- *Identifiers and dates should be entered exactly as recorded in the official fellowship/result records.*
- *In the event of a discrepancy in any mandatory information, candidates are advised to refrain from proceeding with the linkage and to report the matter through the prescribed correction or support channel.*
- *The displayed information becomes available after linking.*

6.4.4 Step 7: Confirm Successful OTR-Fellowship Linkage

To confirm successful linkage of the candidate's OTR with the selected fellowship scheme and obtain the system-generated Candidate ID.

Procedure:

1. After successful linkage, a confirmation message is displayed.
2. Note the **Candidate ID** generated by the system.

3. Retain the Candidate ID for future reference, application tracking, and correspondence.
4. Select **OK** to close the confirmation message and proceed.

Verification: Ensure that the successful-linking confirmation is displayed and the Candidate ID has been generated.

Expected Outcome:

1. On successful linkage, the OTR is linked with the applicable fellowship scheme, and the system generates a **Candidate ID** and display on the screen.
2. The fellowship is successfully linked with the candidate's OTR and becomes available under **My Fellowships**.

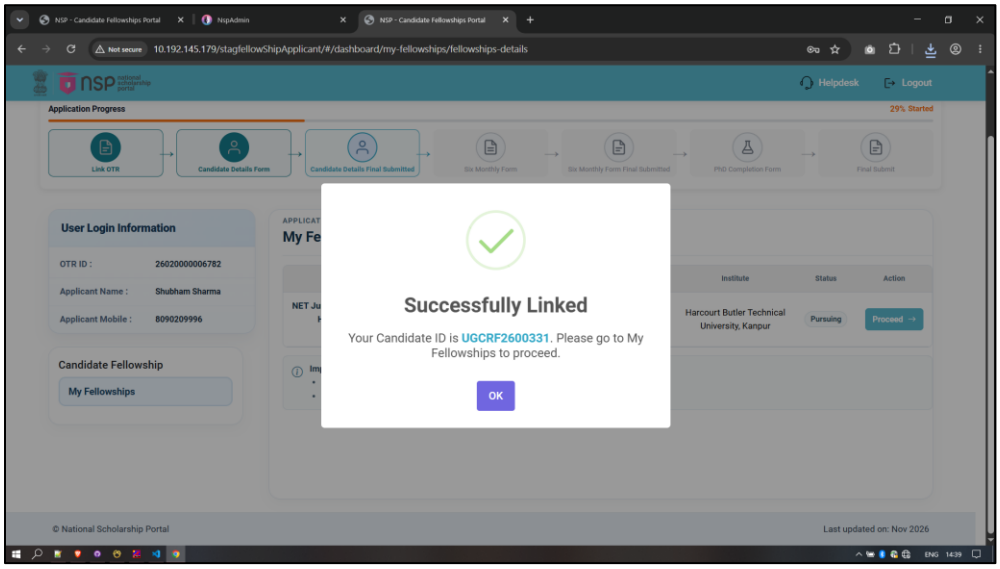


Figure 9 - Confirm successful linking

Important Notes

- *Do not refresh or close the browser until the success message has appeared.*
- *The Candidate ID is an important system-generated reference and should be preserved securely.*

6.4.5 Step 8: Proceed with the Linked Fellowship

Upon successful linkage of the OTR with the fellowship scheme, candidates are advised to open and complete the fellowship application.

Procedure:

1. Open **My Fellowships**.
2. Locate the successfully linked fellowship.
3. Review the displayed particulars, including the:
    - Ministry/Scheme
    - Candidate ID
    - Fellowship Commencement Date
    - Institute
    - Current Status
2. Select **Proceed** button against the applicable fellowship to continue with the application.

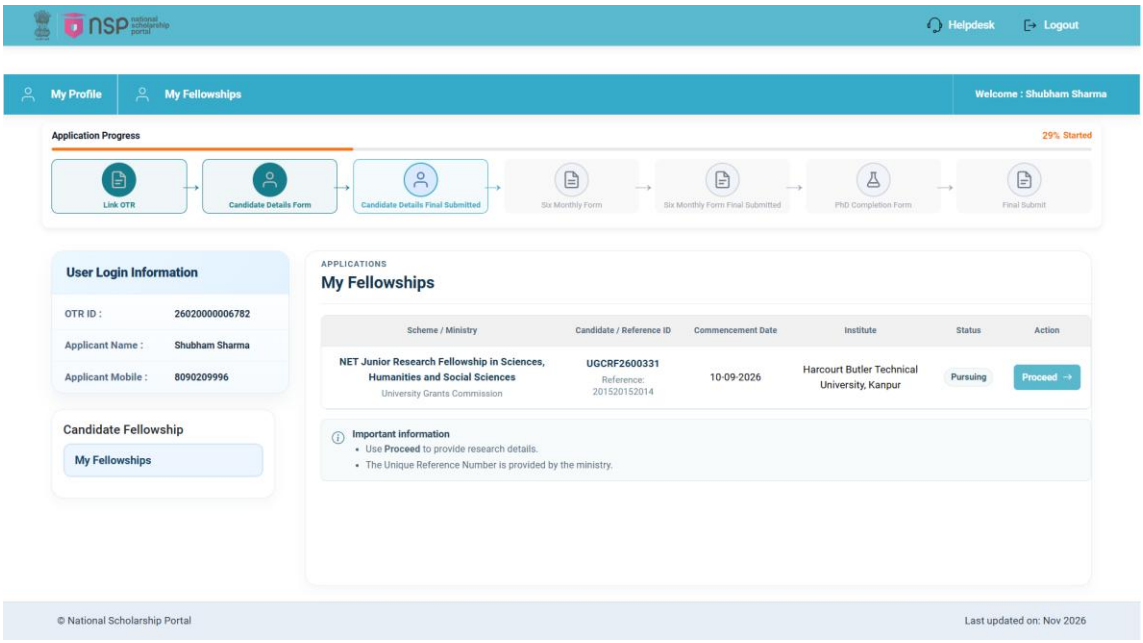


Figure 10 - Proceed with the linked fellowship

Verification: Candidates are advised to open only the record corresponding to the relevant fellowship and review the particulars displayed.

Expected outcome: The Candidate Details Form opens at the first section.

Important Notes

- *In case **Proceed** button is not enabled, please review the status message displayed. The record may be awaiting activation, verification or correction.*

6.5 Part II: Fellowship Application Workflow

6.5.1 Step 9: Complete General and Personal Details

To capture and verify the candidate's general, personal, and permanent-address details.

Prerequisite: Keep the candidate's identity records, category details, permanent address, and PIN Code readily available.

Procedure:

1. Open the **General Details** section of the Candidate Details Form.
2. Review the prefilled information, including:
    - Ministry and fellowship scheme
    - Candidate's name
    - Date of birth
    - Parent or guardian details
    - Category
    - Divyangjan status
3. Select the applicable **Religion**.
4. Enter the permanent-address details, including:
    - State
    - District
    - Complete permanent address
    - PIN Code
5. Verify all the information entered.
6. Select **Save & Next** to proceed.

Verification: Ensure that the candidate's name, date of birth, category, Divyangjan status, and address are consistent with the supporting documents. All fields marked with an asterisk (*) shall be completed.

Expected Outcome: The general and personal details are saved, and the system opens the Institute and Academic Details section.

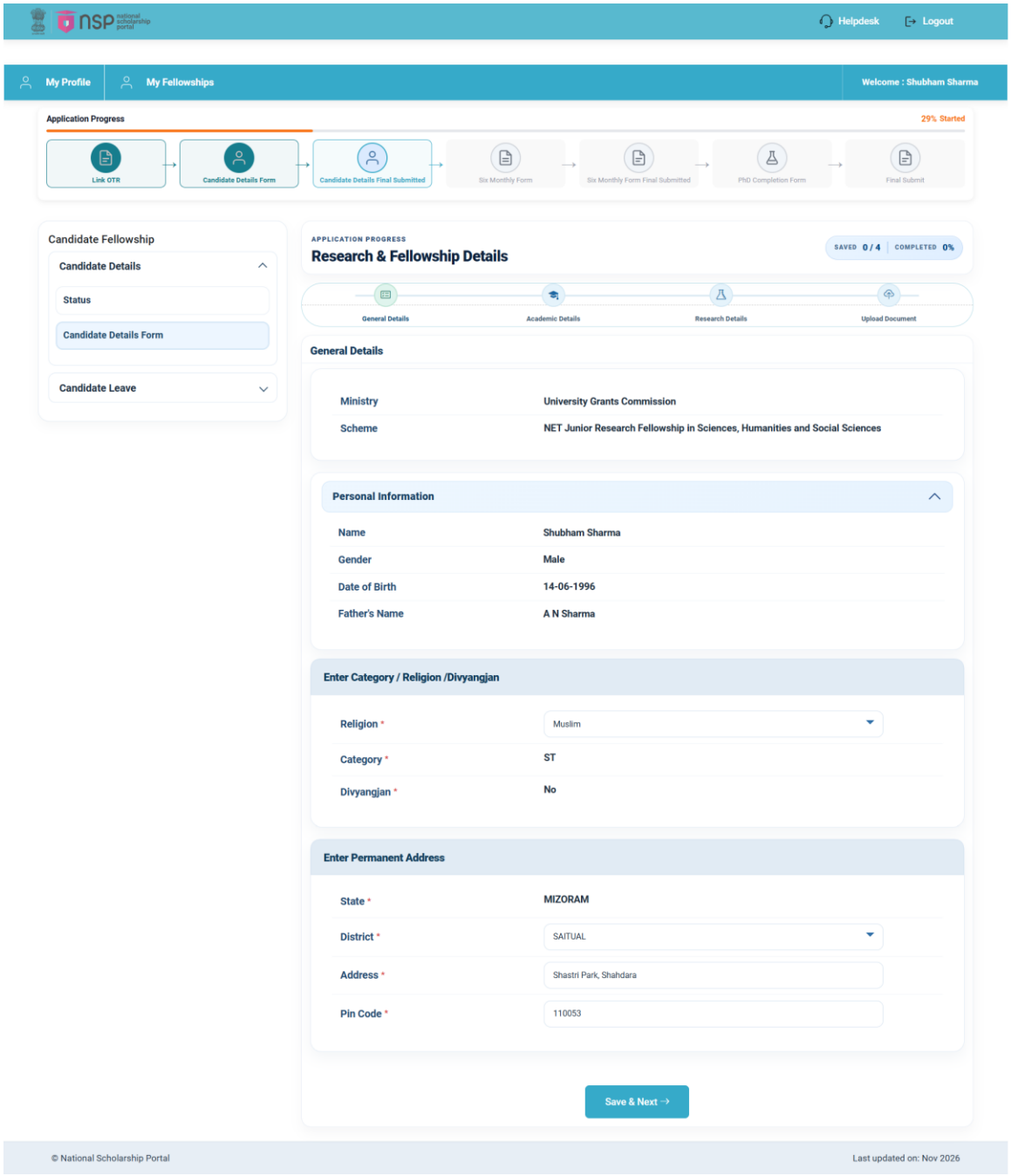


Figure 11 - Complete general and personal details

Important Notes:

- *Candidates are requested to provide their complete and accurate permanent address. Temporary hostel or correspondence details should be entered as the permanent address only where officially applicable.*

- *In Case of Incorrect Prefilled Information, candidates are advised to refrain from proceeding and report the discrepancy through the prescribed institutional or portal-support mechanism.*

6.5.2 Step 10: Complete Institute and Academic Details

To record the candidate's institute, admission, registration, qualification, and examination details.

Prerequisite: Keep the admission letter, institute records, enrolment or registration number, educational certificates, mark sheets, examination details, and applicable joining documents readily available.

Procedure:

1. Open the **Institute and Academic Details** section.
2. Review the prefilled **AISHE Code** and institute name.
3. Select or enter the applicable **Basis of Selection for JRF**.
4. Enter the admission, registration, or enrolment number.
5. Indicate whether fellowship payment has already been received, wherever applicable.
6. Enter the following dates:
    - Admission date
    - Joining date
    - Registration date
7. Complete the qualification details under the relevant sections, such as:
    - Undergraduate qualification
    - Postgraduate or other qualification
    - Class XII
    - Class X
    - Competitive examination details
8. Review the information entered.
9. Select **Save & Next**.

Verification:

- Ensure that the AISHE Code and institute name correspond to the institute in which the candidate has joined.

- Distinguish correctly between the admission date, joining date, and registration date.
- Enter marks, grades, percentages, and qualification details exactly as recorded in the certificates.
- Ensure that each qualification is entered under the appropriate section.

Expected Outcome: The institute and academic details are saved, and the Research Details section becomes available.

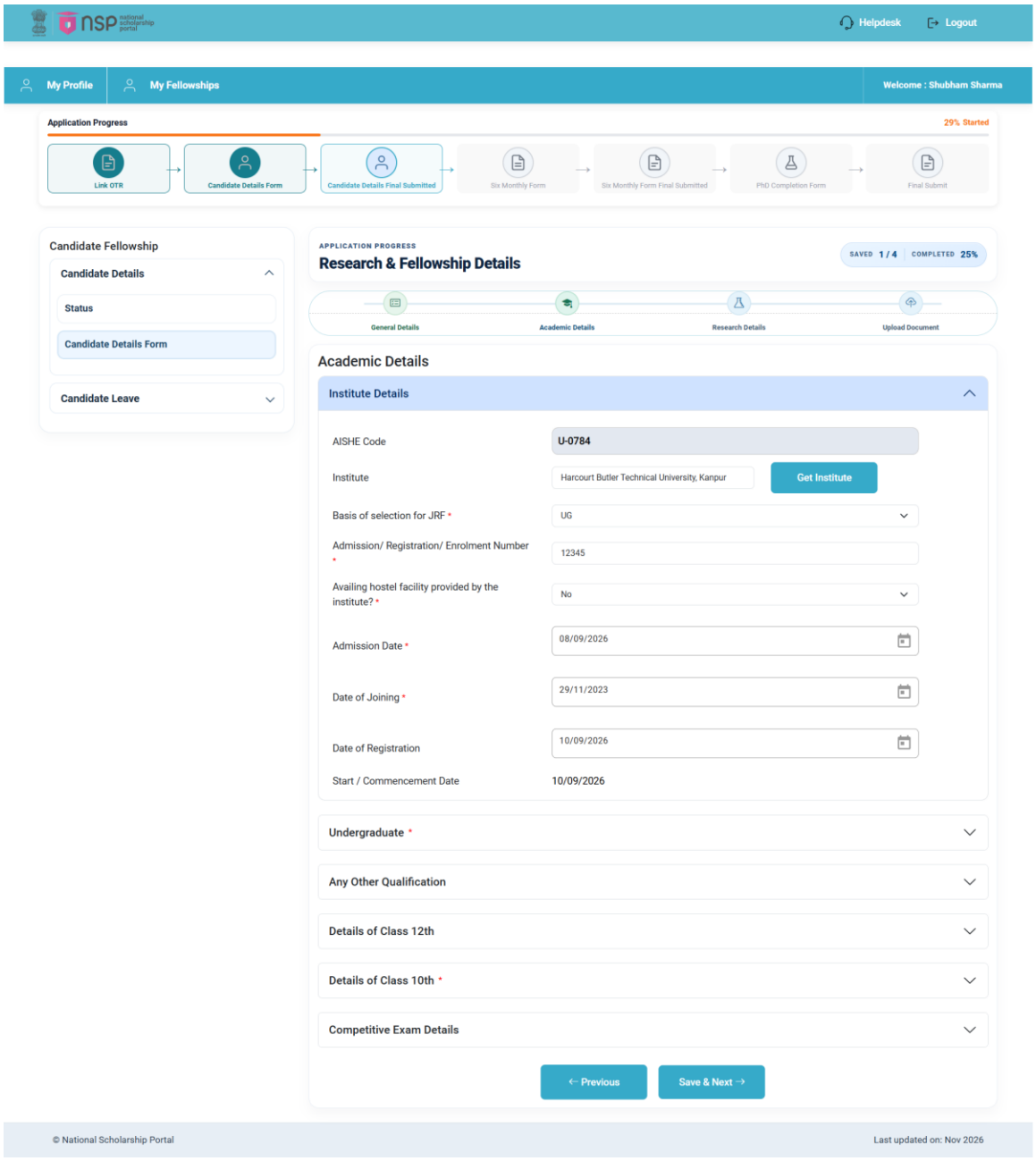


Figure 12 - Enter institute and academic details

Important Notes:

- *Candidates are advised to use **Previous**, **Save & Next**, or the navigation controls provided within the portal instead of the browser's **Back** button.*
- ***In Case of Incorrect Institute Details:** Candidates are advised to amend prefilled institute information only where the portal permits such corrections and the revised details are supported by official records. Where required, the discrepancy should be reported to the designated authority.*

6.5.3 Step 11: Enter Research Details

To record the candidate's research domain, research area, topic, and abstract.

Prerequisite: Keep the approved research proposal, research title, synopsis, or institutional research record readily available.

Procedure:

1. Open the **Research Details** section.
2. Select or enter the applicable **Research Domain/Stream**.
3. Select or enter the **Research Area**.
4. Enter the approved or proposed **Topic of Research Work**.
5. Enter the **Research Abstract** in the designated field.
6. Review the research information.
7. Select **Save & Next**.

Verification:

- Ensure that the research domain and area correspond to the approved discipline.
- Enter the research title exactly as approved or recorded by the institution.
- The abstract should briefly describe:
  - Research Area
  - Objectives
  - Proposed methodology
  - Expected or achieved outcomes
- Ensure that the abstract is clear, concise, and free from unsupported claims.

Expected Outcome: The research details are saved, and the Document Upload section opens.

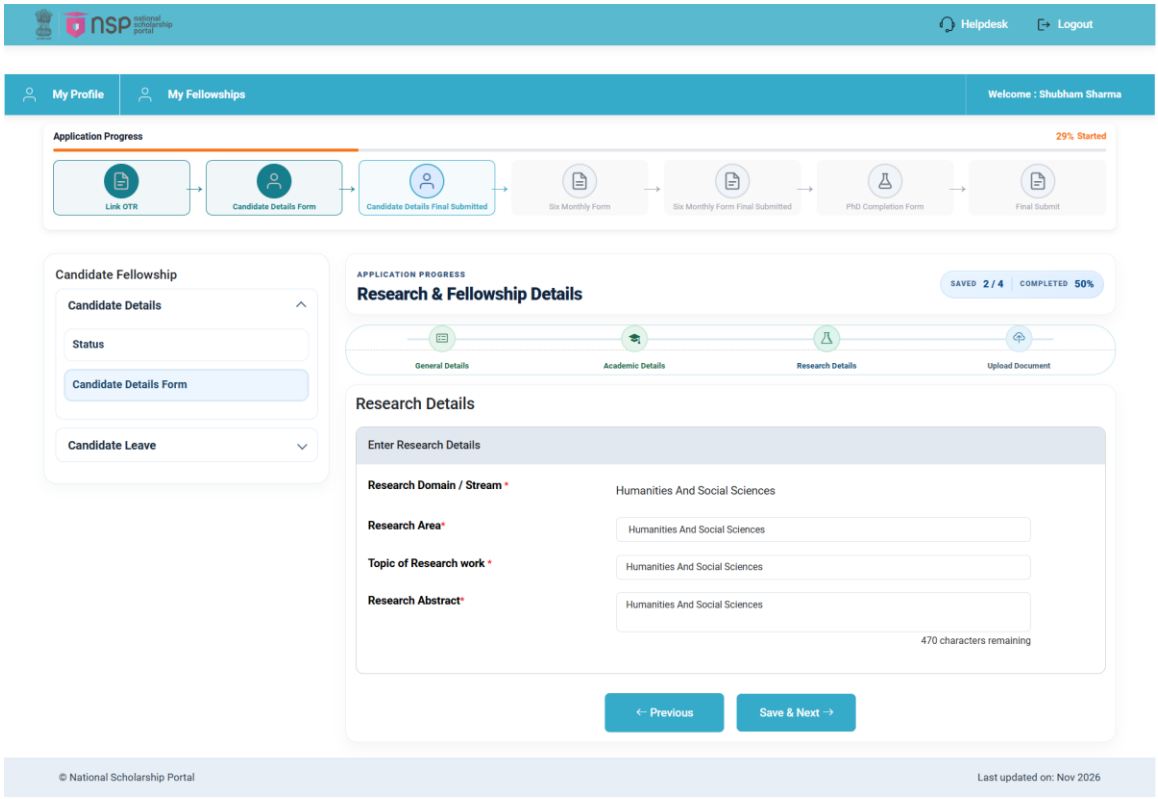


Figure 13 - Enter research details

Important Notes:

- *The candidate should verify the research title, domain, area, and abstract with the supervisor or designated institutional authority before submission.*

6.5.4 Step 12: Upload Documents and Submit the Application

To upload the required supporting documents and submit the fellowship application for verification.

Prerequisite: Keep clear and complete scanned copies of all mandatory documents readily available in the file format and size permitted by the portal.

Procedure:

1. Open the **Upload Documents** section.
2. Upload each document against the corresponding document type.
3. The required documents may include:
    - Fellowship award letter
    - Admission receipt
    - Admission letter

- Mark sheet used for the fellowship or JRF award
- Income or family-income certificate
- Caste or category certificate
- Disability certificate, wherever applicable
- Any other document specified on the portal

4. After uploading each document, select **View**.
5. Verify that the correct and complete document opens.
6. Review all application sections and uploaded documents.
7. Select **Final Submit** only after completing the verification.

Document Requirements:

- The uploaded document shall be legible and complete.
- All relevant pages, signatures, seals, and dates shall be visible.
- Cropped, blurred, password-protected, or unrelated files shall not be uploaded.
- The document shall be uploaded against the correct document category.
- A clear filename should preferably be used, such as Award_Letter.pdf or Admission_Letter.pdf.

Verification:

- Confirm the candidate's name and document particulars.
- Check that all pages are included.
- Confirm that the uploaded file relates to the selected document type.
- Ensure that all mandatory uploads have been completed.

Expected Outcome: On final submission, the application is forwarded to the designated authority for verification.

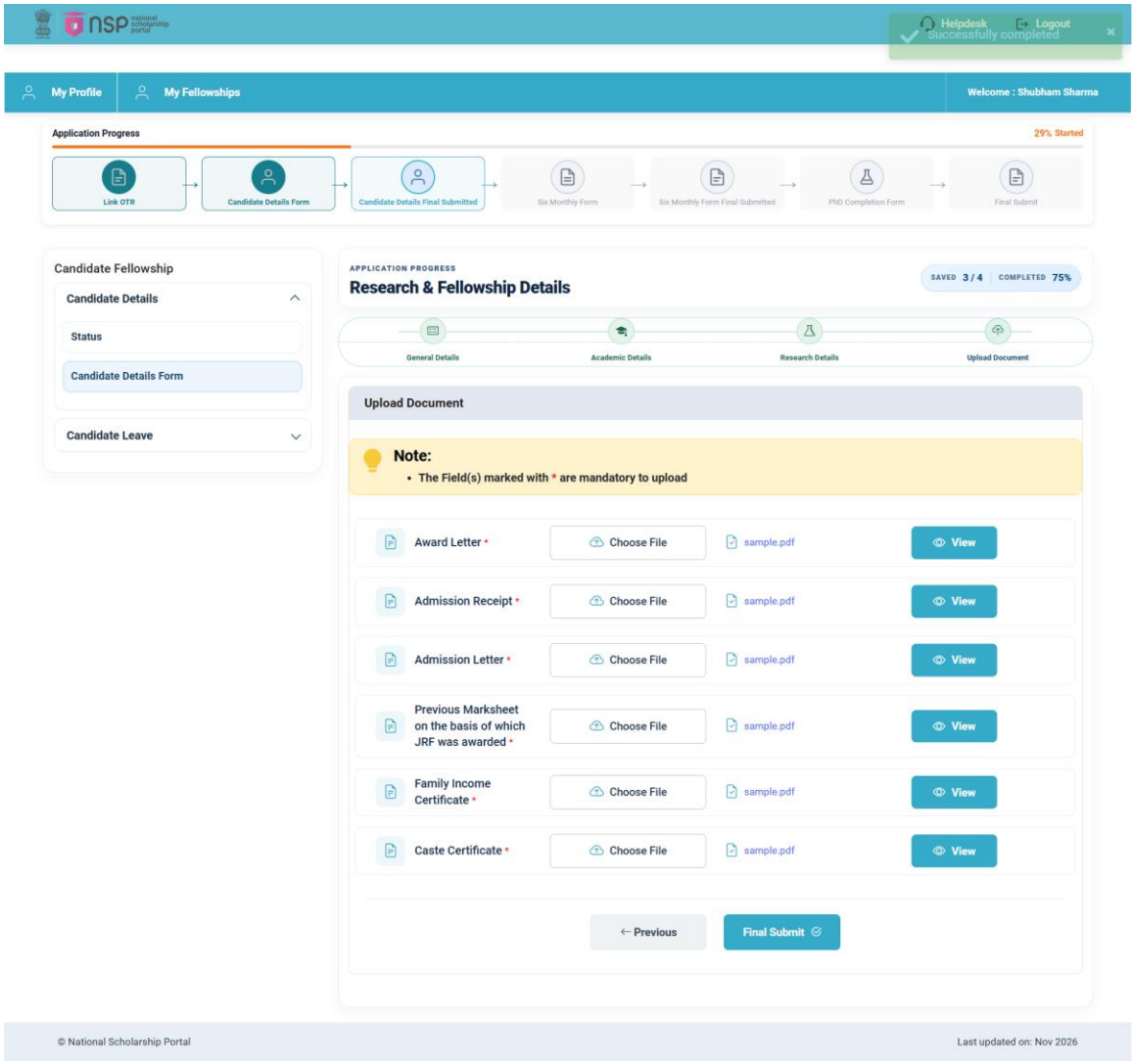


Figure 14 - Upload application documents and submit

Important Notes:

- *Save & Next saves the current section, whereas Final Submit completes the application submission. Editing may be restricted after final submission.*
- *In Case of Upload Failure, check the prescribed file type and size. Rename the file using simple characters and attempt the upload again. If the issue persists, use the prescribed support mechanism.*

6.5.5 Step 13: Check Application Verification Status

To monitor the verification status of the submitted fellowship application.

Prerequisite: The fellowship application shall have been finally submitted.

Procedure:

1. Open **Status** under Candidate Details.
2. Review the displayed:
    - OTR ID
    - Candidate ID
    - Fellowship scheme
    - Verification status
3. Note the current processing stage.
4. Revisit the Status section periodically for updates.

Verification: Confirm that the OTR ID and Candidate ID displayed on the Status page correspond to the correct candidate record.

Expected Outcome: The system displays the current application status, such as submitted, under process, verified, returned, or pending, according to the applicable workflow.

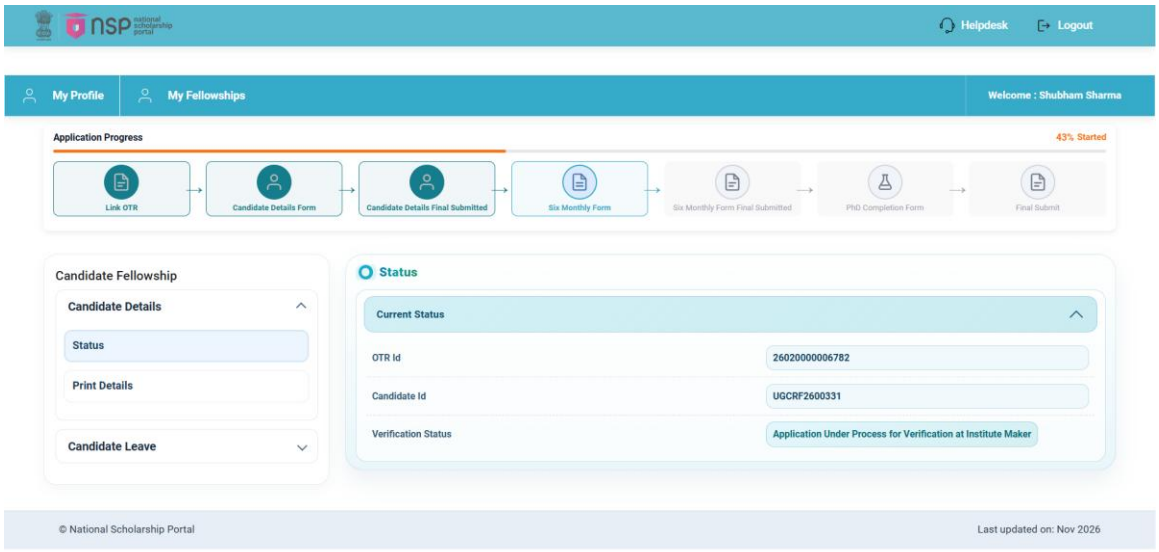


Figure 15 - Check submission and verification status

Important Notes:

- *A status such as **Application Under Process for Verification** indicates that the application is pending review by the designated verifying authority.*
- ***In the event of an application being returned,** candidates are advised to review the reason indicated on the portal and carry out the necessary corrections to the*

identified information or document. The application should be reviewed in its entirety prior to resubmission, where the resubmission facility is available on the portal.

6.5.6 Step 14: Review and Print Application Details

To review the complete application and retain a copy for future reference.

Prerequisite: The candidate should have completed and submitted the fellowship application.

Procedure:

1. Open **Print Details**.
2. Review the consolidated application information, including:
    - General and personal details
    - Institute information
    - Academic qualifications
    - Research particulars
    - Uploaded-document references
3. Compare the displayed information with the supporting records.
4. Select **Print** or save the application as a PDF, where the facility is available.

Verification: Attention shall be given to the Candidate ID, institute, admission and joining dates, research topic, category, and uploaded documents.

Expected Outcome: A complete copy of the application is available for the candidate's record and for institutional reference, where required.

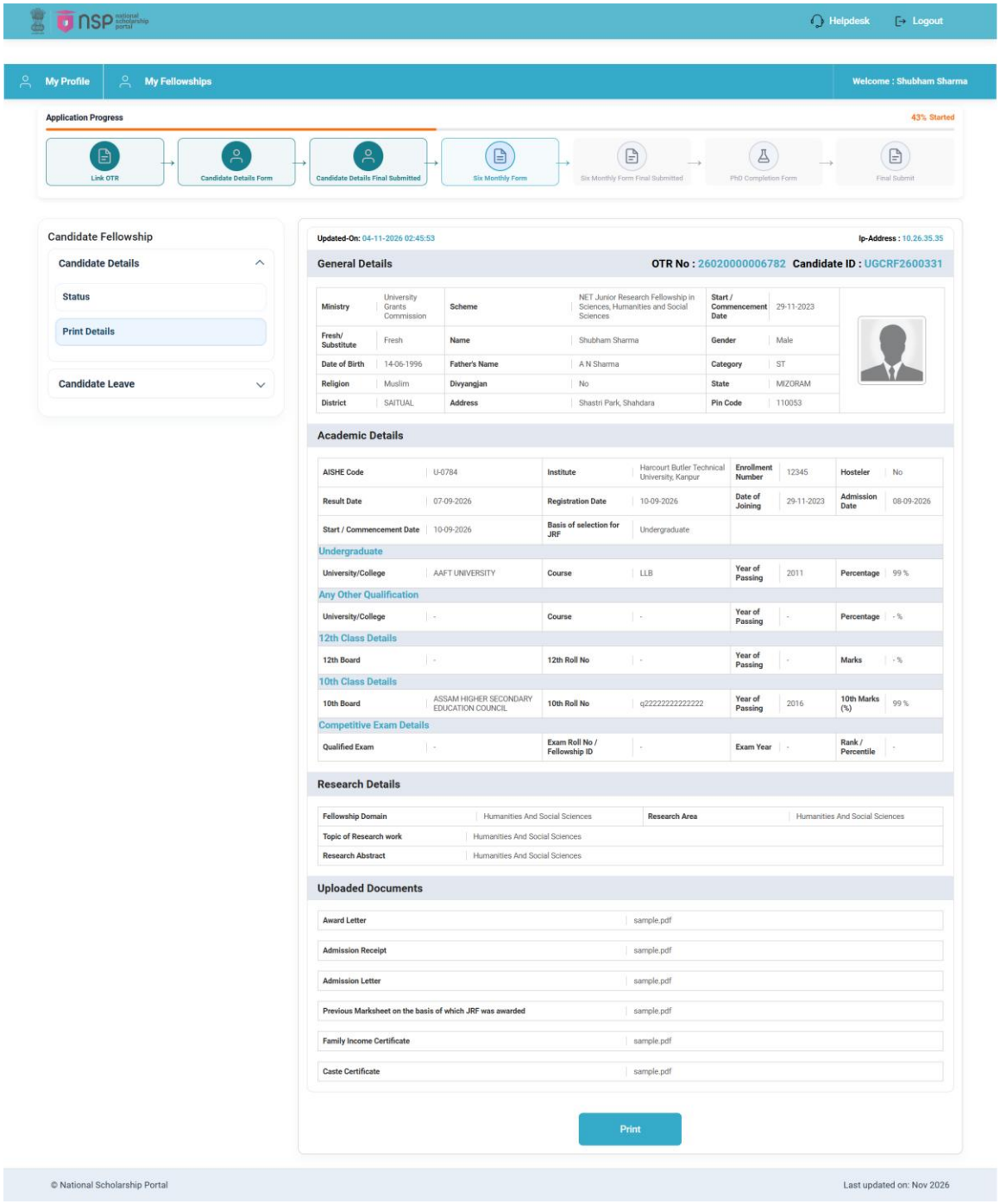


Figure 16 - Review and print submitted details

Important Notes:

- *If any discrepancy is identified, candidates are requested to make the necessary corrections in the relevant section prior to final submission. Where the application has already been finally submitted, candidates are advised to report the discrepancy through the prescribed correction mechanism.*

6.5.7 Step 15: Monitor the Application and Subsequent Activities

To monitor the fellowship application and access activities enabled at subsequent stages.

Procedure:

1. Log in to the candidate account periodically.
2. Open the relevant fellowship under **My Fellowships**.
3. Review the latest status.
4. Check whether subsequent menus have been enabled, such as:
    - Six-Monthly Research Details
    - Thesis or PhD Completion Details
    - Candidate Leave
    - Other scheme-specific activities
5. Complete the activity only when it becomes applicable and available.

Verification: The availability of a menu shall not be treated as confirmation of approval. The candidate shall rely on the application status and official communication.

Expected Outcome: The candidate can identify the current processing stage and access the next applicable activity.

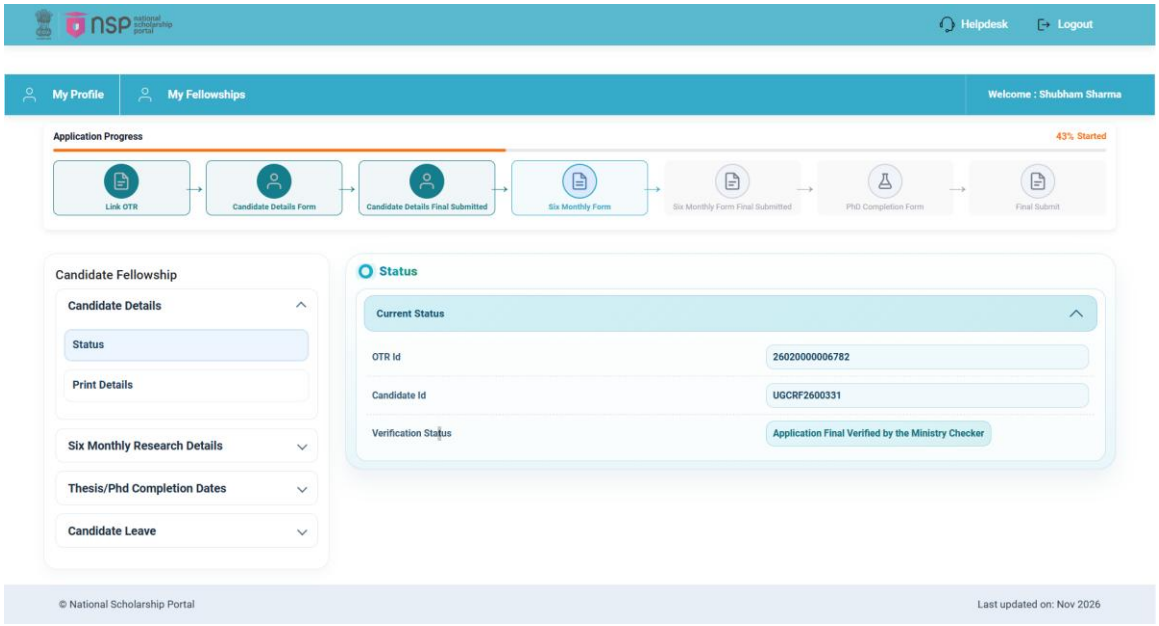


Figure 17 - Monitor the application status

Important Notes:

- ***In Case the status remains unchanged****, avoid creating a duplicate application. Where necessary, contact the designated authority and quote the Candidate ID, fellowship scheme, and status.*

6.6 Part III: Six-Monthly Progress Repost Workflow

6.6.1 Step 16: Select the Six-Monthly Reporting Period

To initiate a research-progress report for the applicable six-monthly period.

Prerequisite: The candidate's fellowship record shall be active for the relevant reporting period, and the six-monthly reporting option shall be enabled.

Procedure:

1. Open **Six-Monthly Research Details Form** from the candidate menu.
2. Select the applicable **Year**.
3. Select the reporting duration, such as:
    - January to June; or
    - July to December
4. Verify the reporting period.
5. Select **Proceed with Selected Duration**.

Verification:

- Confirm that the selected period corresponds to the required reporting cycle.
- Ensure that a report for the same period has not already been submitted.
- Verify the year and duration before proceeding.

Expected Outcome: The portal creates or opens the six-monthly progress form for the selected reporting period.

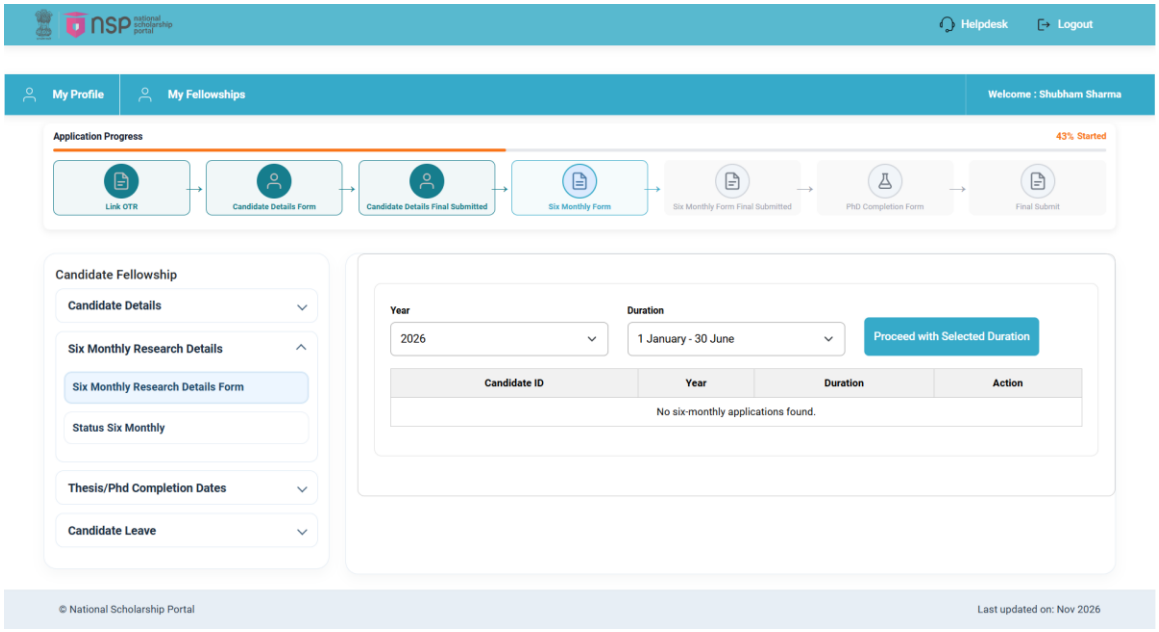


Figure 18 - Select the six-monthly reporting period

Important Note:

- ***In the event that an incorrect reporting period is selected,*** *candidates are advised to pause further data entry and return to the period-selection screen to select the correct reporting period, where permitted. If the correction facility is unavailable, candidates are requested to seek assistance from the designated authority.*

6.6.2 Step 17: Enter Research Details for the Reporting Period

To provide the research particulars applicable to the selected six-monthly reporting period.

Prerequisite: Keep the approved research proposal, progress report, supervisor's observations, and institutional research records readily available.

Procedure:

1. Open the **Research Details** tab.
2. Review or enter the:
    - Research Domain/Stream
    - Research Area
    - Topic of Research Work
    - Research Abstract or progress description
3. Ensure that the information corresponds to the selected reporting period.

4. Select **Save & Next**.

Verification:

- Ensure that the approved research topic has been retained.
- Report work undertaken during the selected six-month period.
- Ensure that the information is consistent with the progress report and institutional records.

Expected Outcome: The research details for the selected period are saved, and the next progress-reporting section becomes available.

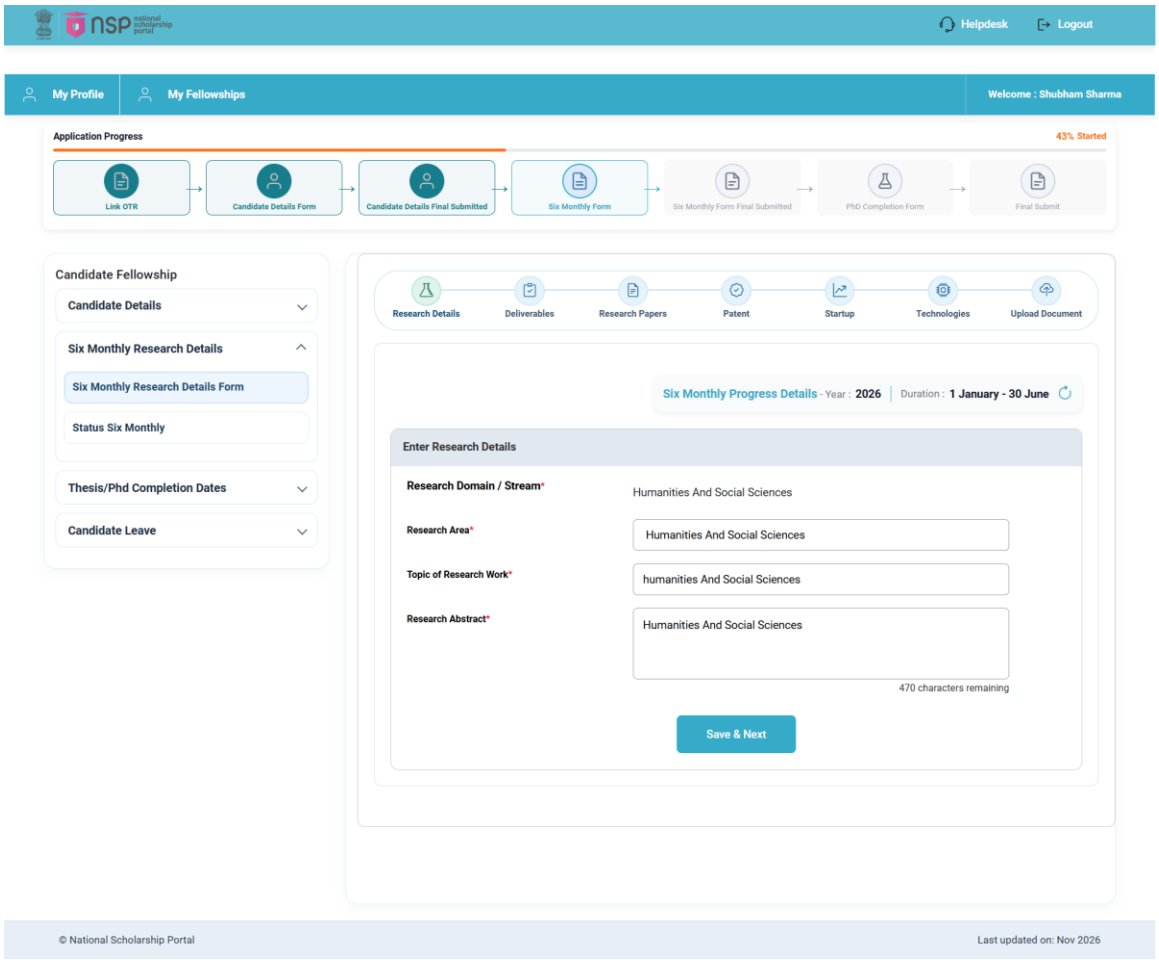


Figure 19 - Enter six-monthly research details

Important Note:

- ***In the event of a change in the research topic,*** *candidates are advised to enter the revised topic only upon receipt of formal approval and where the portal permits such an update. Documentary evidence of the approval may be required.*

6.6.3 Step 18: Review the Six-Monthly Progress Form

To understand and complete the sections forming part of the six-monthly research-progress report.

Procedure:

1. Confirm the selected year and reporting duration.
2. Review the status displayed for the reporting period.
3. Complete the available tabs in sequence, which may include:
    - Research Details
    - Deliverables or Milestones
    - Research Papers
    - Patents
    - Prizes or Awards
    - Technologies
    - Upload Documents
4. Save each section before proceeding to the next section.

Verification: Ensure that the selected reporting period is displayed correctly and that information is being entered against the appropriate period.

Expected Outcome: The progress form remains available for completion until all sections are completed and finally submitted.

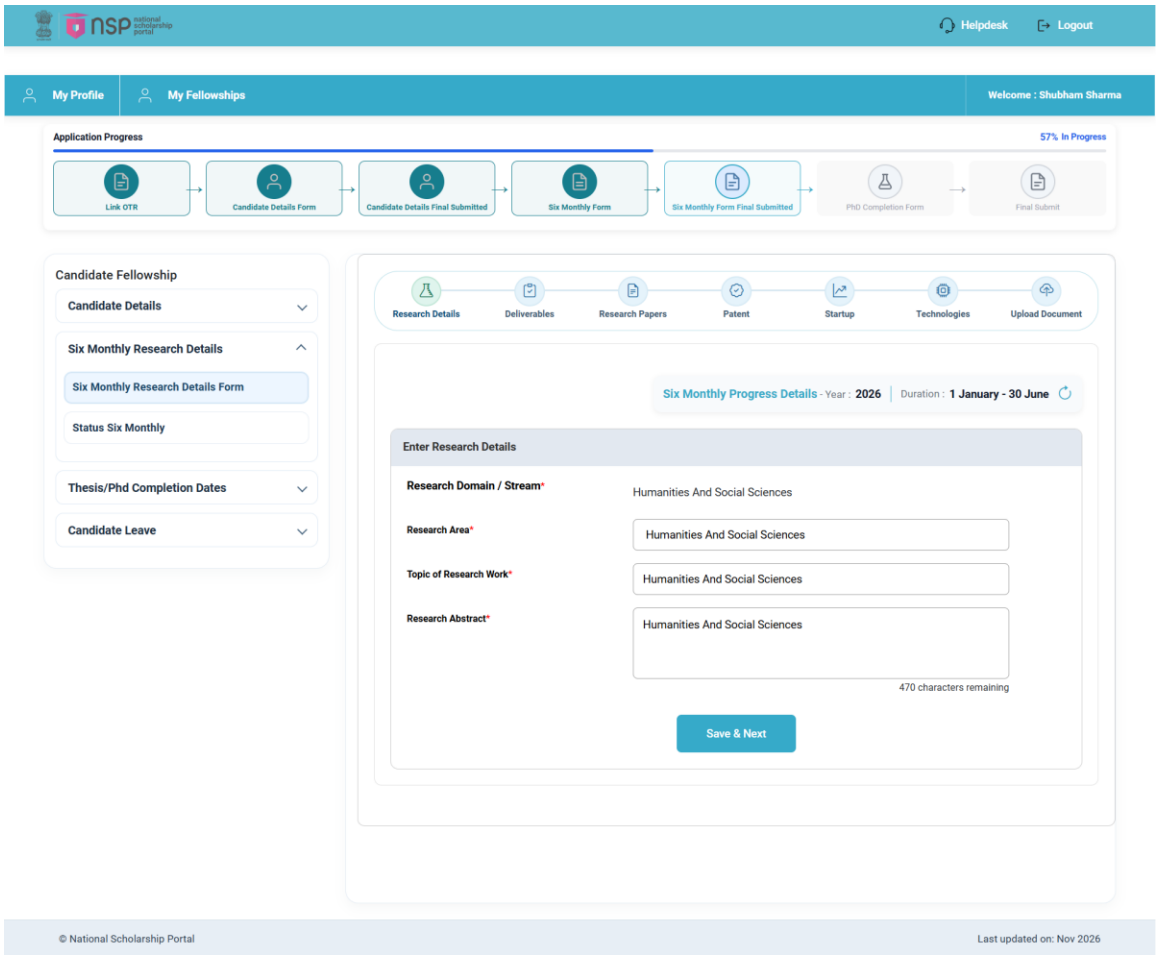


Figure 20 - Progress Confirmation Form

Important Note:

- *To avoid the possible loss of unsaved information, candidates are advised to save their entries before closing the browser.*
- ***Where the status displayed as "In Progress"**, this indicates that the form has been initiated and final submission is yet to be completed.*

6.6.4 Step 19: Initiate Research-Paper Details

To indicate whether research papers or publications are to be reported for the selected period.

Prerequisite: Keep publication, acceptance, submission, or related records available.

Procedure:

1. Open the **Research Papers** tab.
2. Select the applicable number of papers or the relevant response provided on the portal.

3. Where research-paper details are applicable, proceed to enter the required particulars.
4. Where no research paper is to be reported, candidates are advised to select **Zero**, **No**, or **Not Applicable**, as available on the portal.
5. Save the section and proceed.

Verification: Ensure that only genuine research outputs connected to the candidate and the fellowship research are reported.

Expected Outcome: The portal records the number of research papers and displays the detailed paper-entry fields, where applicable.

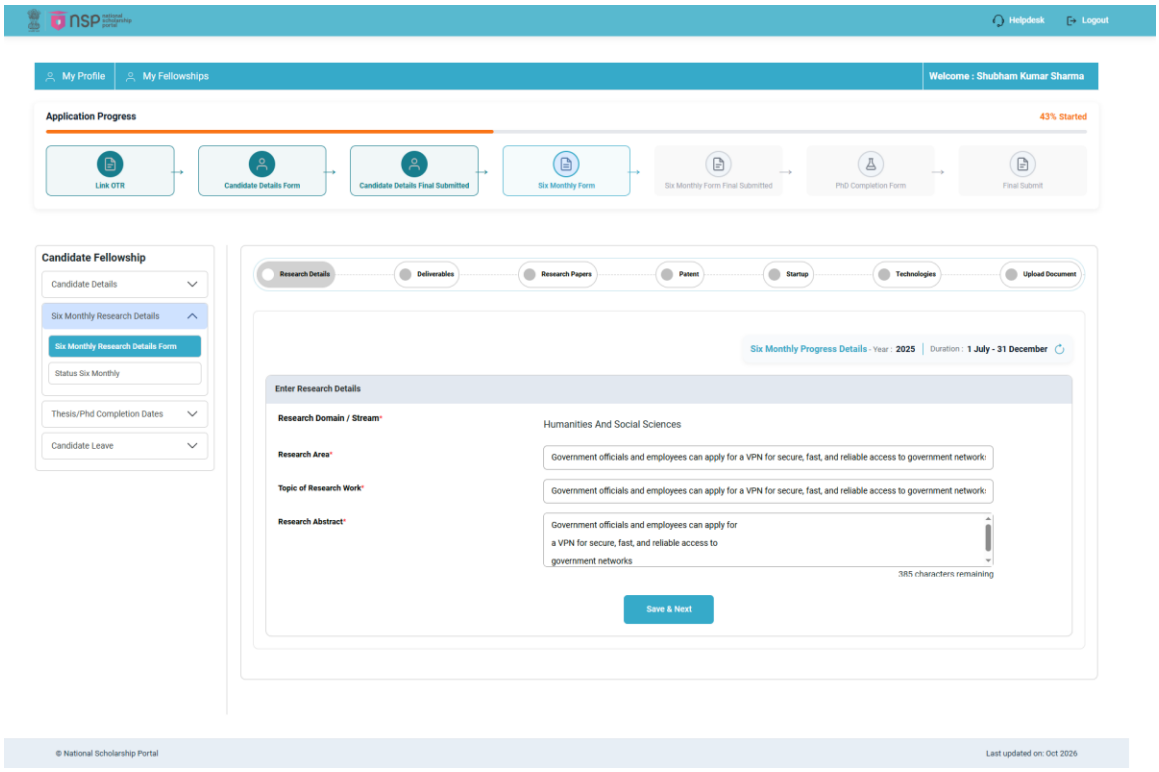


Figure 21 - Add Research Papers

Important Note:

- ***Where no research paper is available,*** *candidates are advised to select "Zero" or "Not Applicable", depending on the options available on the portal. To maintain the accuracy of publication records, candidates are requested to refrain from entering dummy or placeholder information.*

6.6.5 Step 20: Enter Deliverables and Milestones

To report planned deliverables and the progress achieved during the six-monthly period.

Prerequisite: Keep the approved research plan, work schedule, supervisor's progress assessment, and supporting records available.

Procedure:

1. Open the **Deliverables** or **Milestones** tab.
2. Enter the description of the planned deliverable.
3. Enter the applicable target or completion timeline.
4. Describe the progress achieved during the reporting period.
5. Enter the status and other particulars requested by the portal.
6. Select **Add New Deliverable** for each additional item.
7. Review the entries and select **Save & Next**.

***Examples of Deliverables*:**

- Completion of a literature review
- Completion of fieldwork
- Completion of experiments
- Preparation of a dataset
- Completion of data analysis
- Drafting of a thesis chapter
- Submission of a research paper
- Development of a prototype

Verification: Each deliverable should be specific, measurable, and relevant to the selected reporting period.

Expected Outcome: The deliverables and progress against each milestone are saved as separate records.

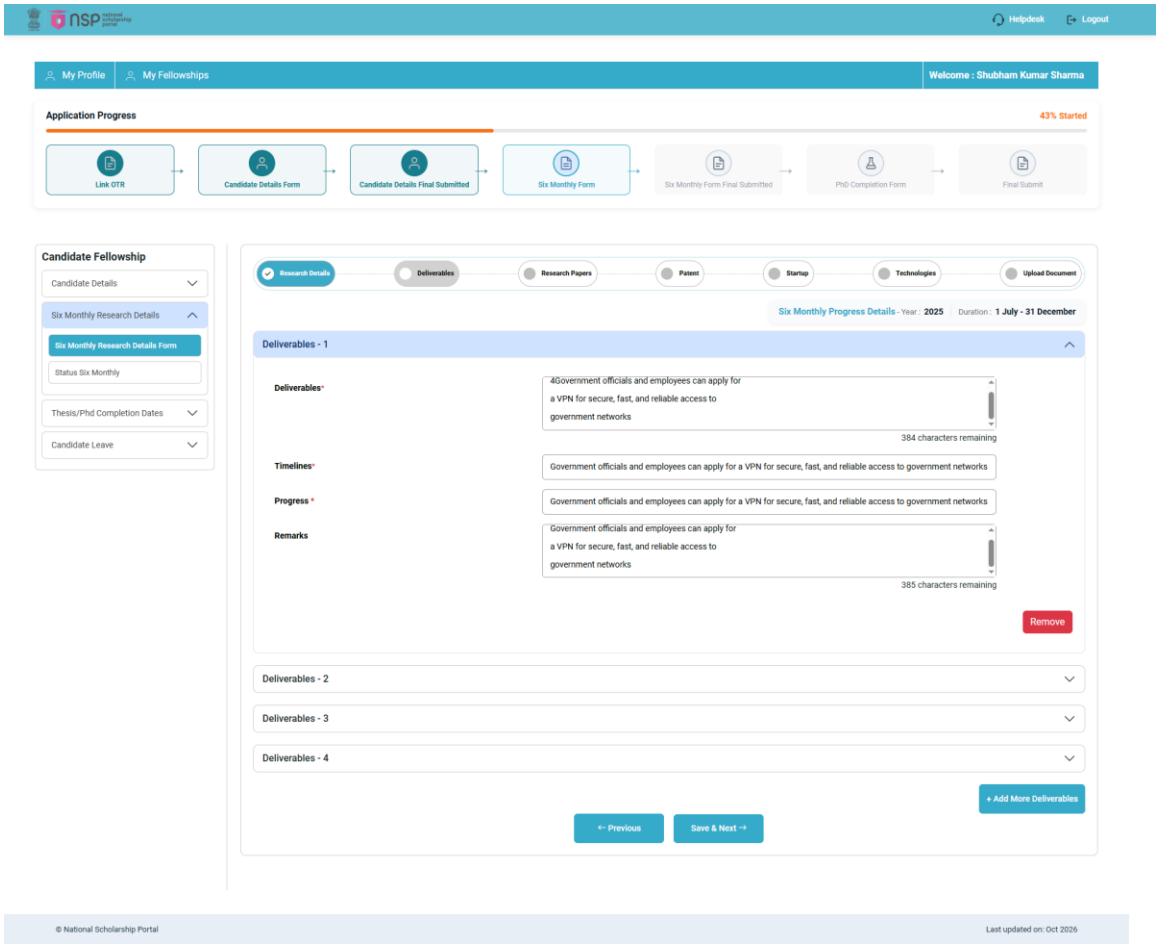


Figure 22- Add deliverables or milestones

Important Note:

- ***Where a deliverable remains incomplete,*** *candidates are requested to report the actual progress and status accurately and indicate completion only once the deliverable has been completed.*

6.6.6 Step 21: Enter Detailed Research-Paper Information

To record complete publication details for each research paper reported during the period.

Prerequisite: Keep the published paper, acceptance letter, submission acknowledgement, DOI, journal particulars, and author information available.

Procedure:

1. Open the detailed **Research Papers** section.
2. Select the publication category or status.

3. Enter the:
    - Title of the paper
    - Journal, conference, or publisher
    - Publication or acceptance date
    - Author details
    - Publication status
    - DOI or URL
    - Indexing information, wherever applicable
    - Abstract or brief description
4. Upload supporting evidence, where required.
5. Use the add option to enter each additional paper separately.
6. Review the information and select **Save & Next**.

Verification:

- Match the title and author order with the supporting record.
- Verify the DOI or URL.
- Distinguish correctly between:
    - Submitted
    - Under review
    - Accepted
    - Published online
    - Finally published
- Do not report an accepted paper as published.

Expected Outcome: Each research paper is recorded separately against the selected reporting period.

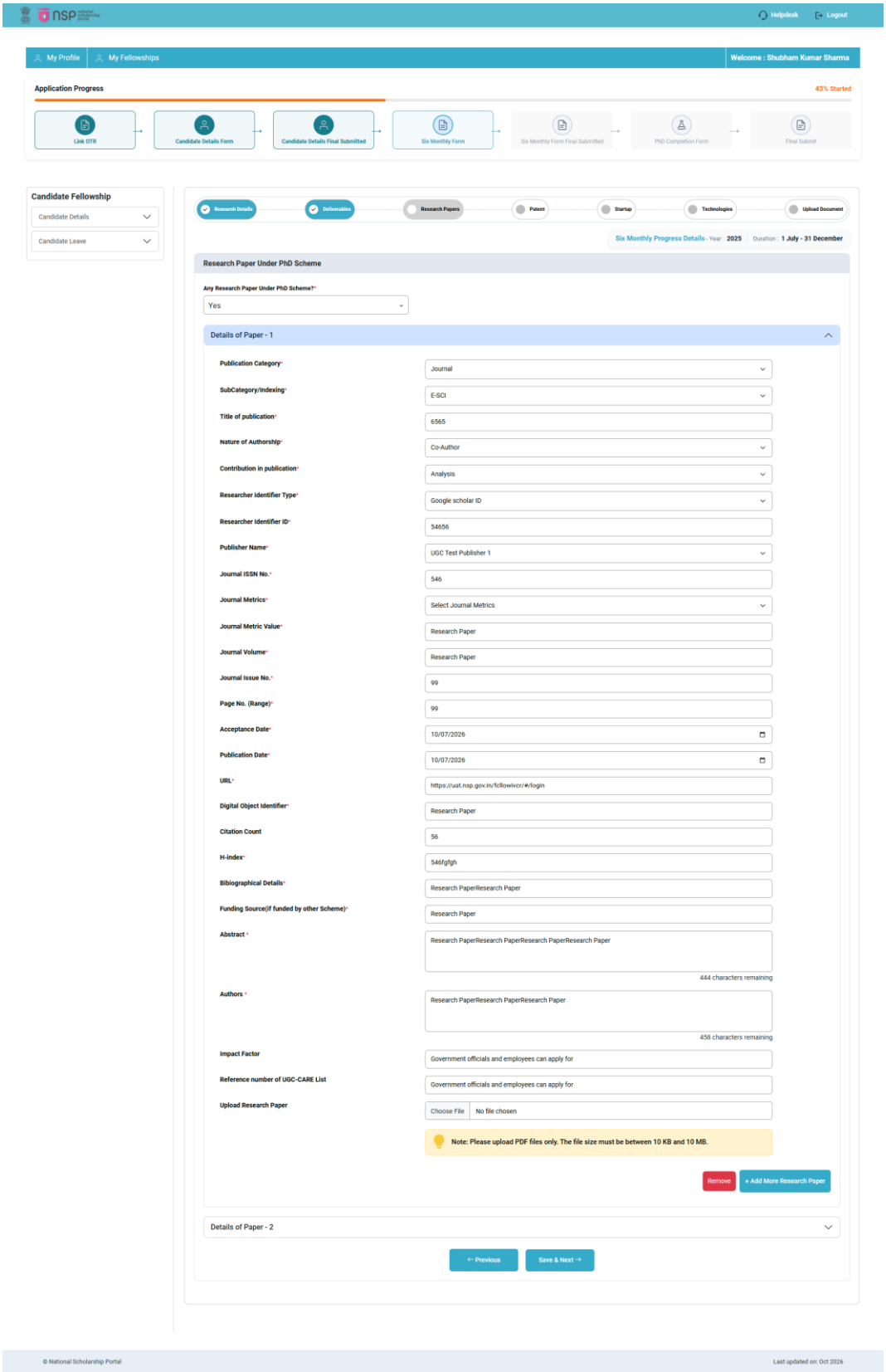


Figure 23 - Enter Research Paper particulars

Important Note:

- ***Where supporting evidence is not available,*** *candidates are requested to report the publication status accurately and upload supporting evidence where available and applicable. Candidates are advised to include only publication claims that can be substantiated.*

6.6.7 Step 22: Enter Patent Details

To report patents filed, published, examined, or granted during the reporting period.

Prerequisite: Keep the patent filing acknowledgement, publication record, examination record, grant certificate, and inventor information readily available.

Procedure:

1. Open the **Patent** tab.
2. Select the number of patents to be reported.
3. Enter the following details for each patent:
    - Patent title
    - Current status
    - Filing or grant date
    - Country or jurisdiction
    - Patent office
    - Application or patent number
    - Inventor details
    - Abstract or brief description
4. Select **Add More Patents** for additional records.
5. Review the information and select **Save & Next**.

Verification:

- Match the patent number and date with the official record.
- Select the correct status, such as filed, published, examined, or granted.
- Ensure that each patent is entered separately.

Expected Outcome: The patent particulars are saved against the selected reporting period.

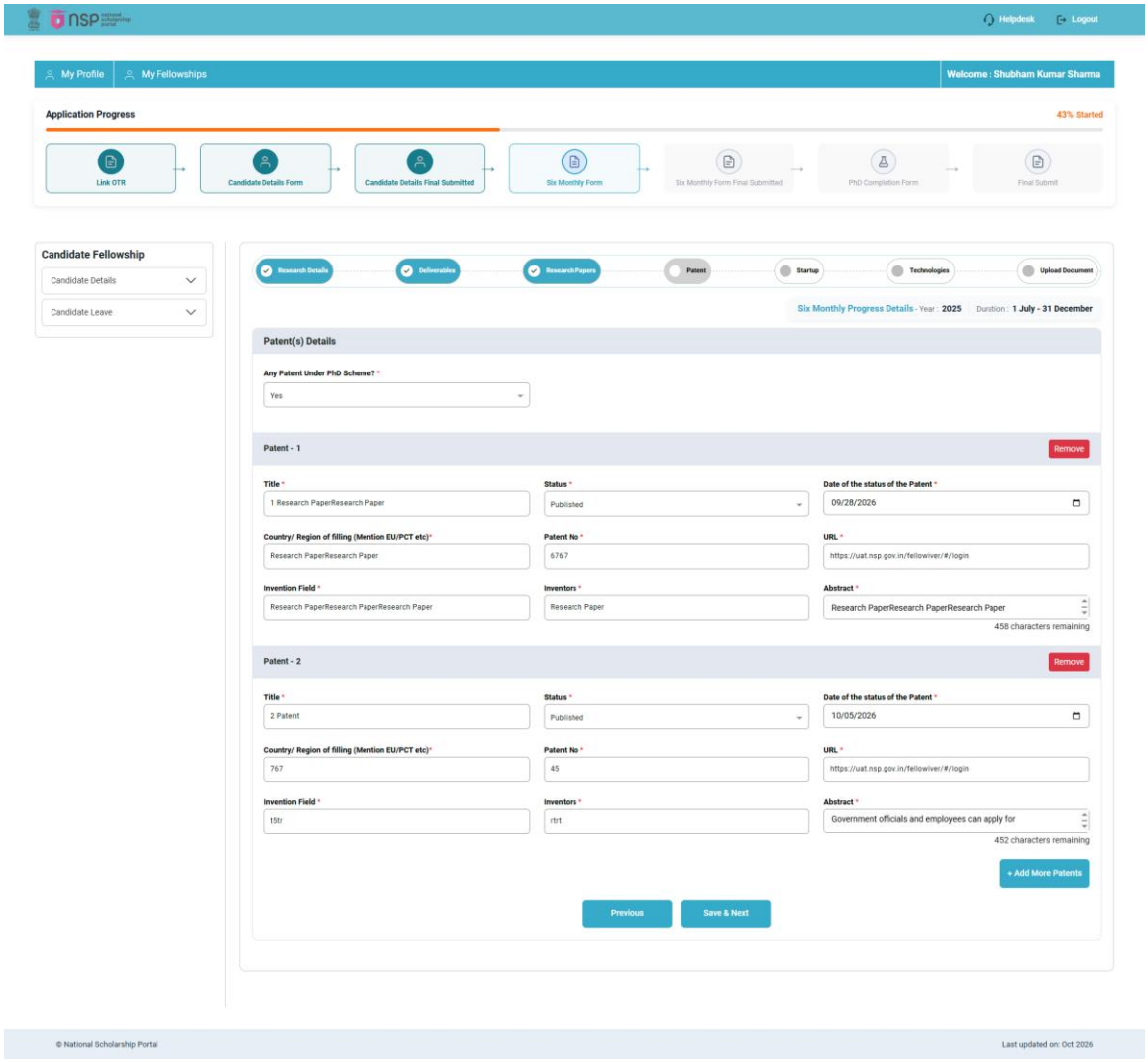


Figure 24 - Enter Patent Details

Important Note:

- ***In the absence of a patent to be reported,*** *candidates are advised to select "Zero" or "Not Applicable", according to the options provided on the portal. To ensure the accuracy of patent records, candidates are requested to refrain from creating dummy entries.*

6.6.8 Step 23: Enter Prize, Award, or Medal Details

To report prizes, awards, medals, or recognitions received during the reporting period.

Prerequisite: Keep the certificate, award letter, official announcement, or other supporting record readily available.

Procedure:

1. Open the **Prize/Award** tab.

2. Select the number of prizes or awards to be reported.
3. Enter the following details for each entry:
    - Title of the prize or award
    - Awarding body, wherever requested
    - Brief description
    - Date of receipt
    - Relevant URL, where available
    - Supporting-document details
4. Upload the certificate, award letter, or other evidence, wherever required.
5. Select **Add More Prize** for each additional award.
6. Review the information and proceed to the next section.

Verification: Ensure that the uploaded proof clearly shows the award title, recipient, awarding body, and date.

Expected Outcome: Each prize or award is recorded with the relevant supporting information.

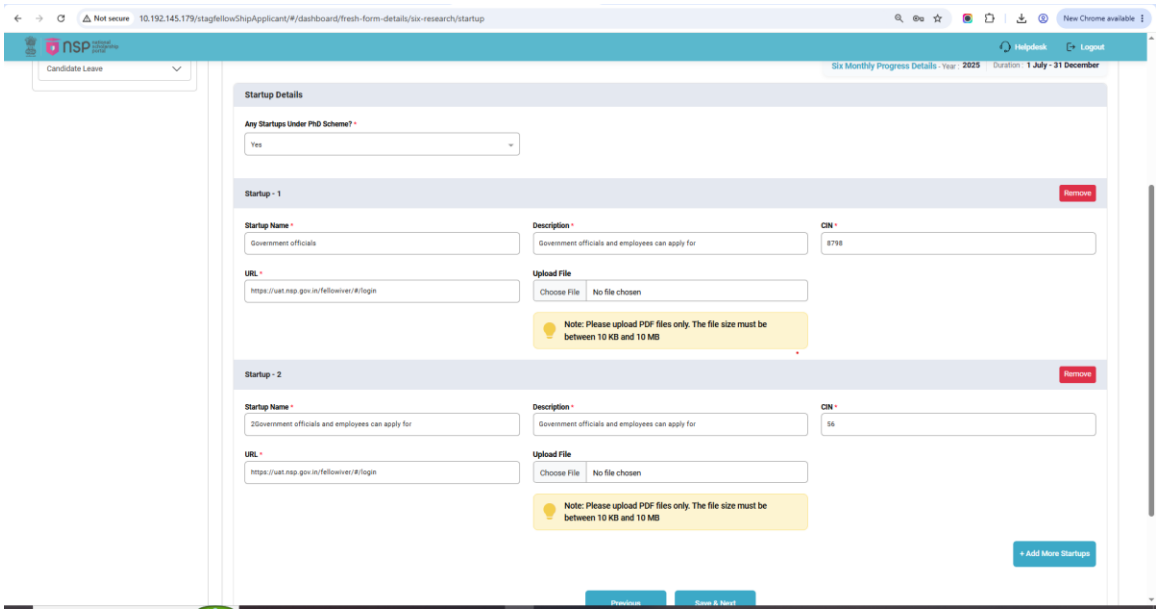


Figure 25 - Enter Prize or Award details

Important Note:

- ***Where no prize or award is available for reporting,*** *candidates are advised to select "Zero" or "Not Applicable", depending on the options available on the portal.*

6.6.9 Step 24: Enter Technology Details

To report technologies developed, transferred, deployed, or otherwise completed during the reporting period.

Prerequisite: Keep the technology-development record, transfer documentation, deployment details, technical note, or other relevant evidence available.

Procedure:

1. Open the **Technology** tab.
2. Select the number of technologies to be reported.
3. Enter the required particulars, including:
    - Technology name
    - Technical area
    - Brief description
    - Development or transfer status
    - Beneficiary or transferee, where required
    - Relevant URL
    - Other particulars displayed on the portal
4. Select **Add More Technology** for each additional entry.
5. Review the information and select **Save & Next**.

Verification:

- Describe the technology and the candidate's contribution accurately.
- Indicate whether the technology is under development, completed, transferred, or deployed.
- Avoid entering the same technology more than once.

Expected Outcome: Each technology output is recorded separately against the relevant reporting period.

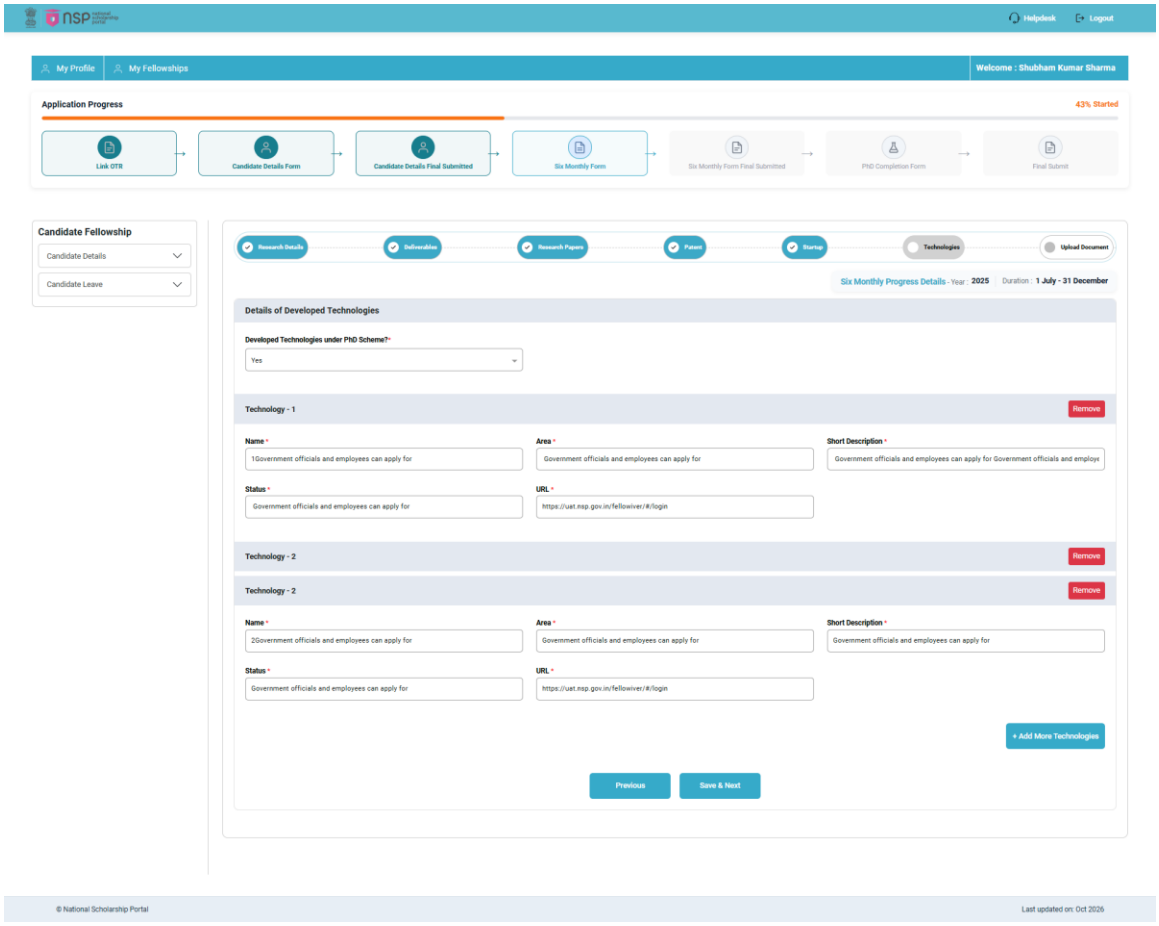


Figure 26- Enter Technology Details

Important Note:

- ***Where no technology is available for reporting,*** *candidates are advised to select "Zero" or "Not Applicable", depending on the options available on the portal.*

6.6.10 Step 25: Upload Progress Documents and Final Submit

To upload the supporting documents and complete the six-monthly research-progress submission.

Prerequisite: All applicable sections of the six-monthly progress form shall be completed, and the required supporting documents shall be available in the prescribed format and size.

Procedure:

1. Open the **Upload Document** tab.
2. Upload the required progress report and supporting documents.
3. Ensure that each document is uploaded against the correct document description.

4. Select **View** and verify every uploaded document.
5. Review all sections of the six-monthly report, including:
    - Reporting year and duration
    - Research details
    - Deliverables and milestones
    - Research papers
    - Patents
    - Prizes or awards
    - Technologies
    - Supporting documents
6. Correct any incomplete or inaccurate information.
7. Select **Final Submit** only after completing the review.
8. Save or print the acknowledgement, where available.

Verification:

- Confirm that the documents relate to the selected reporting period.
- Ensure that the files are complete and legible.
- Verify that every reported output is supported by the relevant evidence, wherever required.
- Confirm that no mandatory section remains incomplete.

Expected Outcome: The six-monthly progress report is submitted for review or verification by the designated authority.

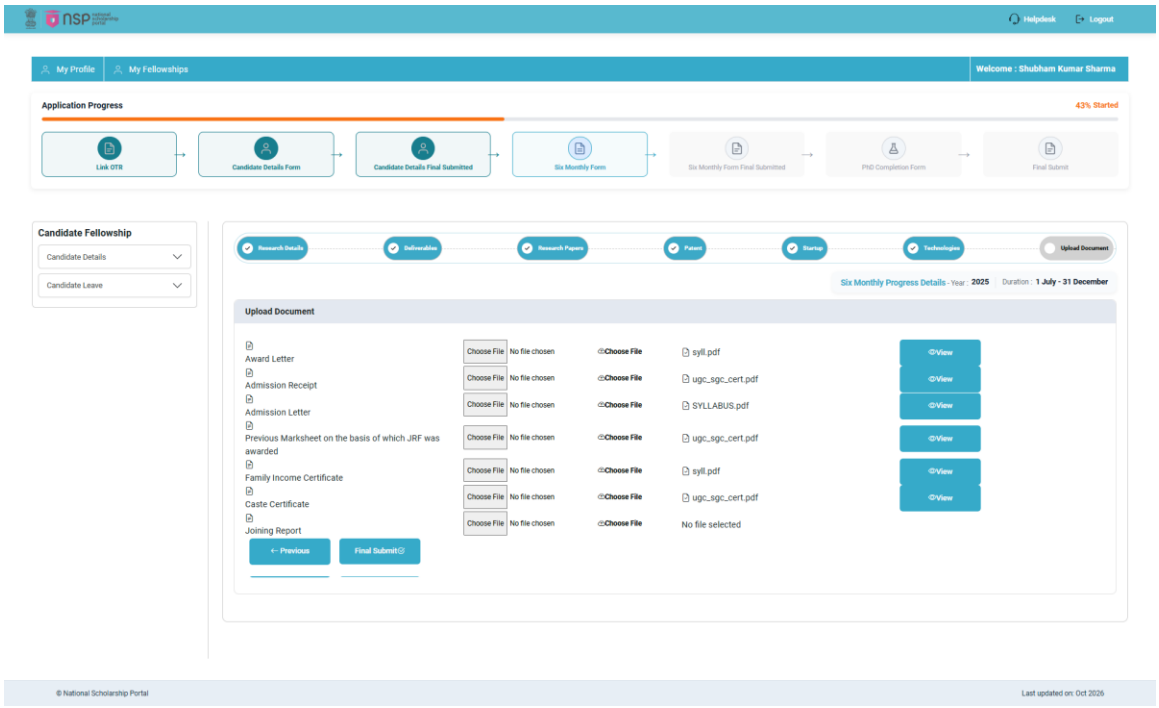


Figure 27 - Upload six-monthly supporting documents and submit

Important:

- *Candidates are advised that uploading documents or saving individual sections does not constitute final submission. The reporting process is deemed complete only upon selection of* ***Final Submit*** *and receipt of the applicable submission confirmation.*
- ***Where the final submission button is not enabled,*** *candidates are requested to review all tabs to identify any incomplete mandatory fields or missing documents. Upon providing the outstanding information and documents, candidates may attempt final submission again.*

7 General Instructions for Applicants

1. All mandatory fields marked with an asterisk (*) shall be completed.
2. Information shall be entered exactly as available in the official records.
3. Each section shall be saved before proceeding to the next section.
4. The browser's **Back** button shall not be used during data entry.
5. The candidate shall use **Previous**, **Save & Next**, **Proceed**, or other portal-provided navigation buttons.
6. Uploaded documents shall be complete, legible, and relevant to the selected document type.

7. Every uploaded document shall be checked using the **View** option.
8. **Final Submit** shall be selected only after a complete review of all information and documents.
9. The Candidate ID and submission acknowledgement shall be retained for future correspondence.
10. Passwords and OTPs are confidential and shall not be shared with any person.