



**Government of the People's Republic of Bangladesh**  
**Planning Division**  
**Ministry of Planning**

**Strengthening Digital Processing of Projects (SDPP)**  
**Planning Division & Commission**

# **Research Management System (RMS)**

## **Researcher Guideline**

**Release Version 1.0.0**

**SUBMITTED TO**

**Strengthening Digital Processing of Projects (SDPP)**  
**Planning Division & Commission**

**SUBMITTED BY**  
**IBCS-PRIMAX SOFTWARE (BD) LTD.**



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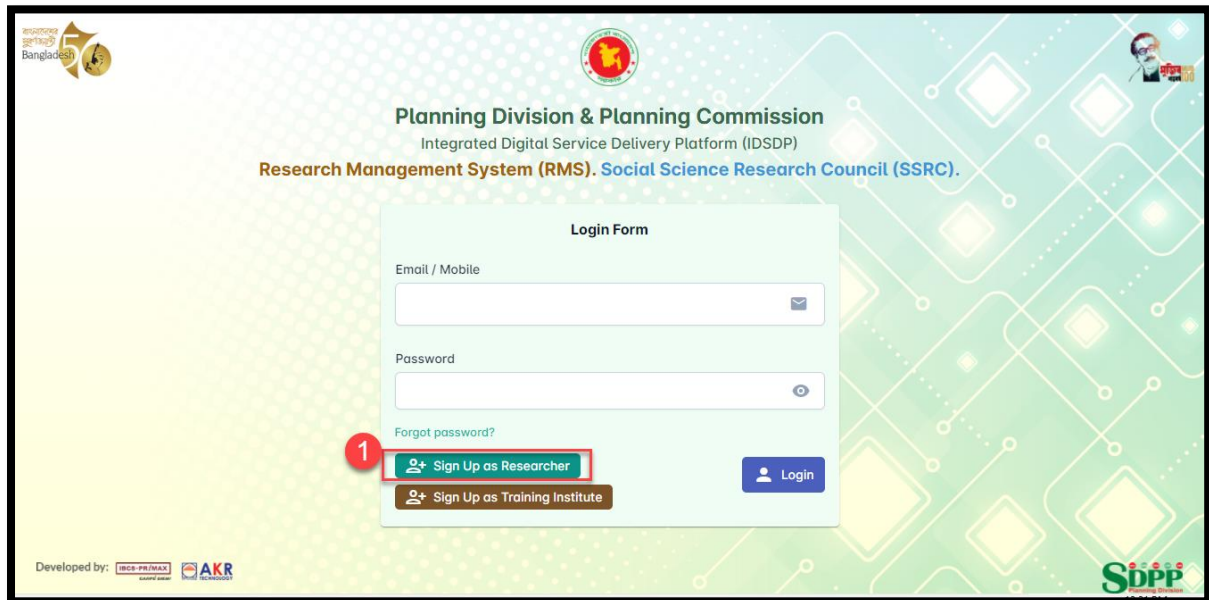
## Table of Contents

<b>Sign Up as Researcher .....</b>	<b>5</b>
1. Sign Up as Researcher.....	5
2. Sign-up form.....	5
3. Verification of login credential .....	6
4. Account Activation .....	7
<b>Sing in as Researcher.....</b>	<b>8</b>
5. Sign in .....	8
<b>Researcher Dashboard.....</b>	<b>9</b>
6. Dashboard.....	9
<b>Researcher Profile .....</b>	<b>11</b>
7. Create Profile .....	11
8. Create Profile (Tab-1) - Personal Information .....	12
9. Create Profile - (Tab-2) - Education Information .....	17
10. Create Profile - (Tab-3) - Publication Information.....	19
11. Create Profile - (Tab-4) - Professional Experience.....	21
12. Create Profile - (Tab-5) - Research Experience .....	22
13. Create Profile - (Tab-6) - Training Information .....	24
14. Create Profile - (Tab-7) - Emergency Contact.....	25
<b>Researcher Proposal .....</b>	<b>26</b>
15. Create Proposal.....	26
16. Check Eligibility .....	27
17. Create Proposal- (Tab-1: Proposal) .....	29
18. Create Proposal- (Tab-2: Information) .....	30
19. Create Proposal- (Tab-3: Upload Document).....	32
20. Create Proposal- (Tab-4: Activity Plan).....	33
21. Create Proposal- (Tab-5: Budget Details).....	34
22. Submission of the Proposal .....	35

## Sign Up as Researcher

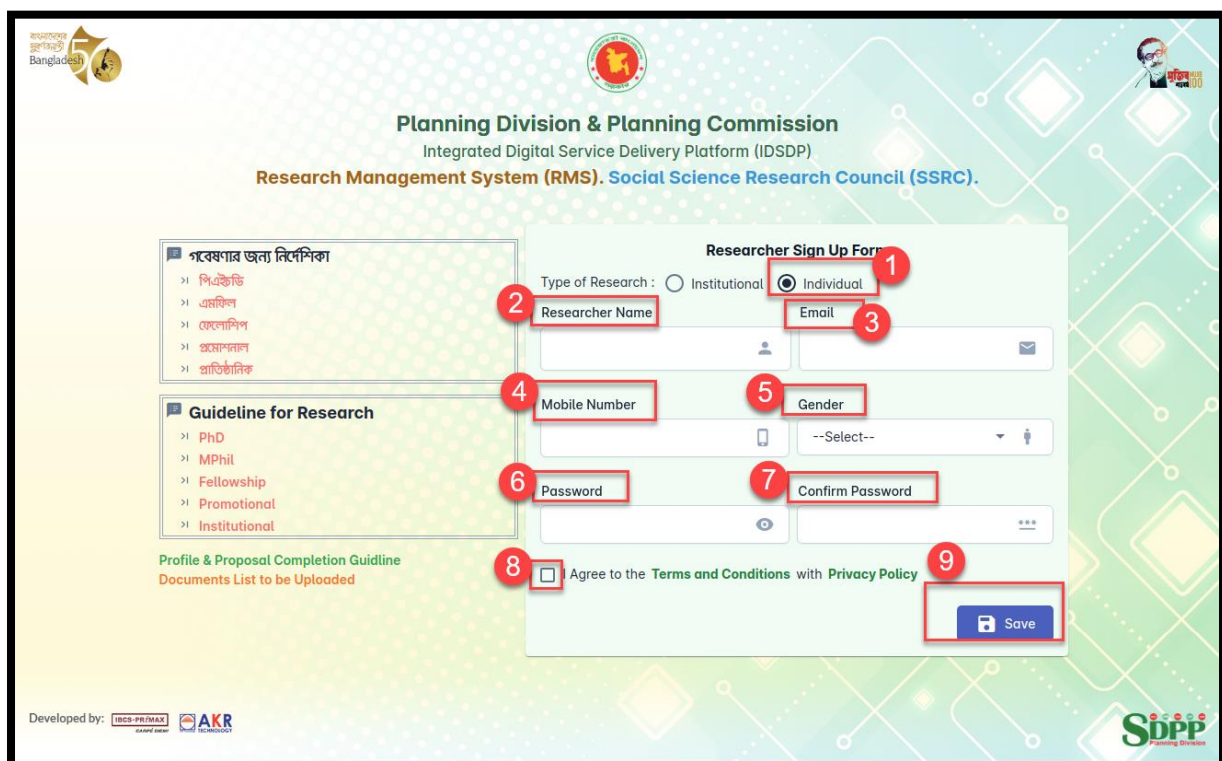
For accessing the entire system user need to create an account. For creating the account, clicking on the “**Sign Up as Researcher**”, user will be redirected to the sign-up form.

### 1. Sign Up as Researcher



The screenshot shows the 'Login Form' on the 'Research Management System (RMS)' interface. The form includes fields for 'Email / Mobile' and 'Password', a 'Forgot password?' link, and two buttons: 'Sign Up as Researcher' (highlighted with a red box and a red circle with the number 1) and 'Sign Up as Training Institute'. A 'Login' button is also present. The background features the SDPP logo and the text 'Planning Division & Planning Commission Integrated Digital Service Delivery Platform (IDSDP) Research Management System (RMS). Social Science Research Council (SSRC)'.

### 2. Sign-up form



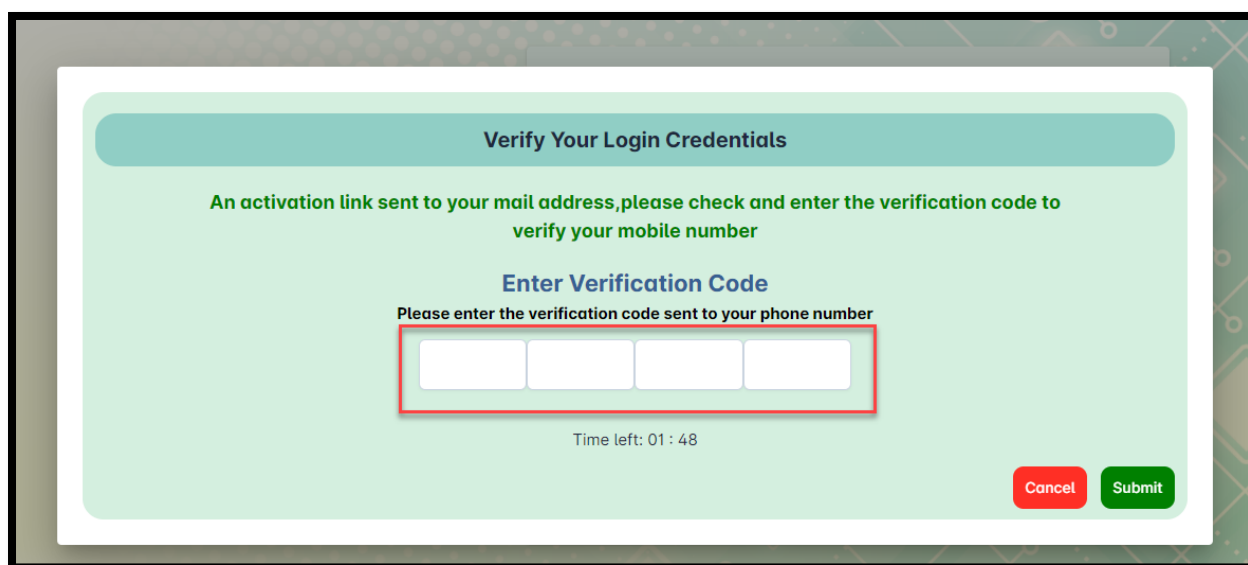
The screenshot shows the 'Researcher Sign Up Form' on the 'Research Management System (RMS)' interface. The form includes a 'Type of Research' section with radio buttons for 'Institutional' and 'Individual' (selected). The form also includes fields for 'Researcher Name', 'Email', 'Mobile Number', 'Gender', 'Password', and 'Confirm Password'. A checkbox for 'Agree to the Terms and Conditions with Privacy Policy' is present. A 'Save' button is at the bottom right. The background features the SDPP logo and the text 'Planning Division & Planning Commission Integrated Digital Service Delivery Platform (IDSDP) Research Management System (RMS). Social Science Research Council (SSRC)'. On the left, there is a sidebar with a list of research topics and a 'Guideline for Research' section.

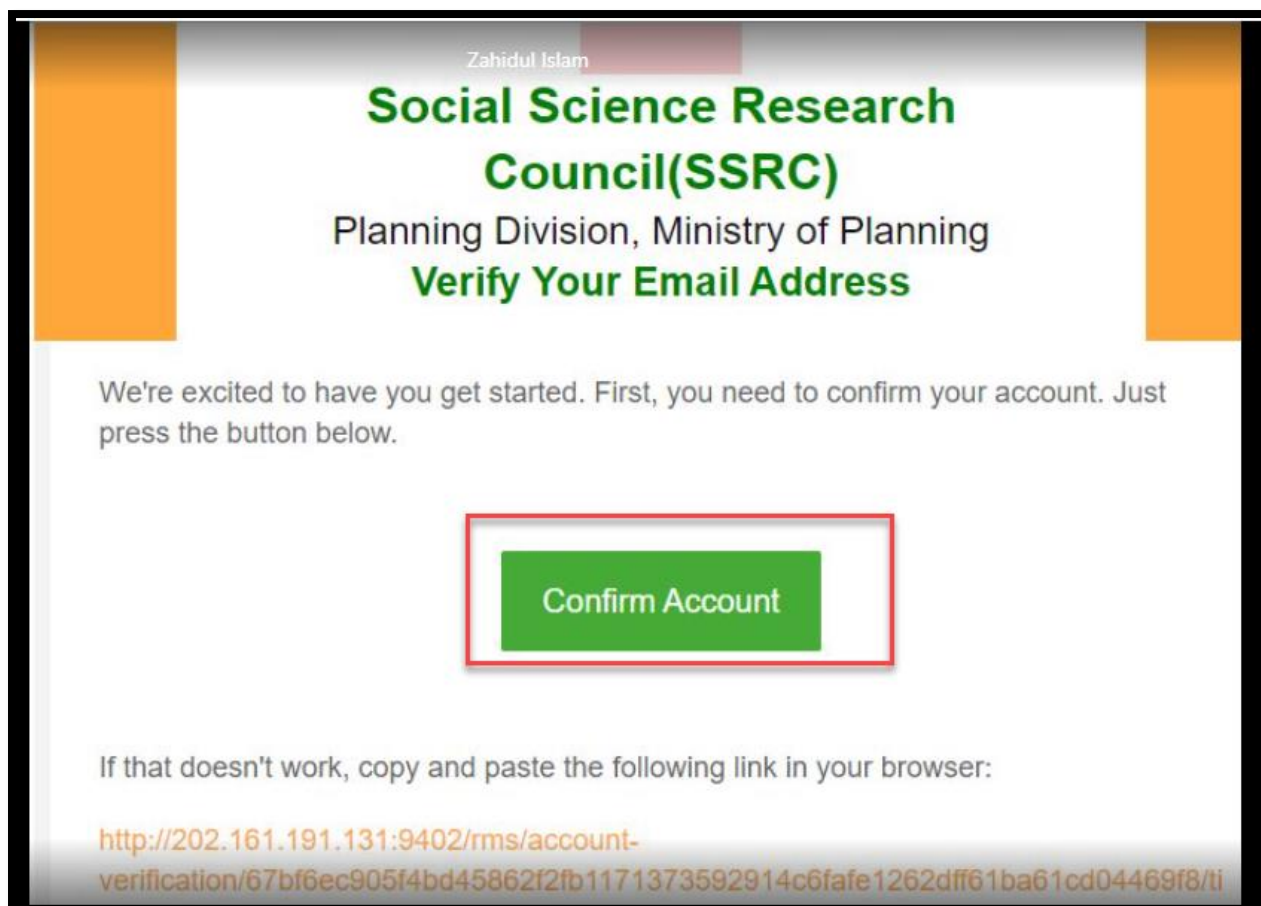
Users have to provide all of the information in the signup form to create a login id as a researcher for the system.

SL	Description
01	Select “Individual” by clicking on the Radio button.
02	Create Researcher Name in the text input box.
03	Provide a valid “Email” address in the text input box.
04	Provide a valid “Mobile Number” in the text input box.
05	Select gender from the dropdown list.
06	Create a Password in the text input field.
07	Type the password again in the text input field for Confirm the password.
08	Click on the checkbox to agree to the Terms and conditions.
09	Click on the Save button.

### 3. Verification of login credential

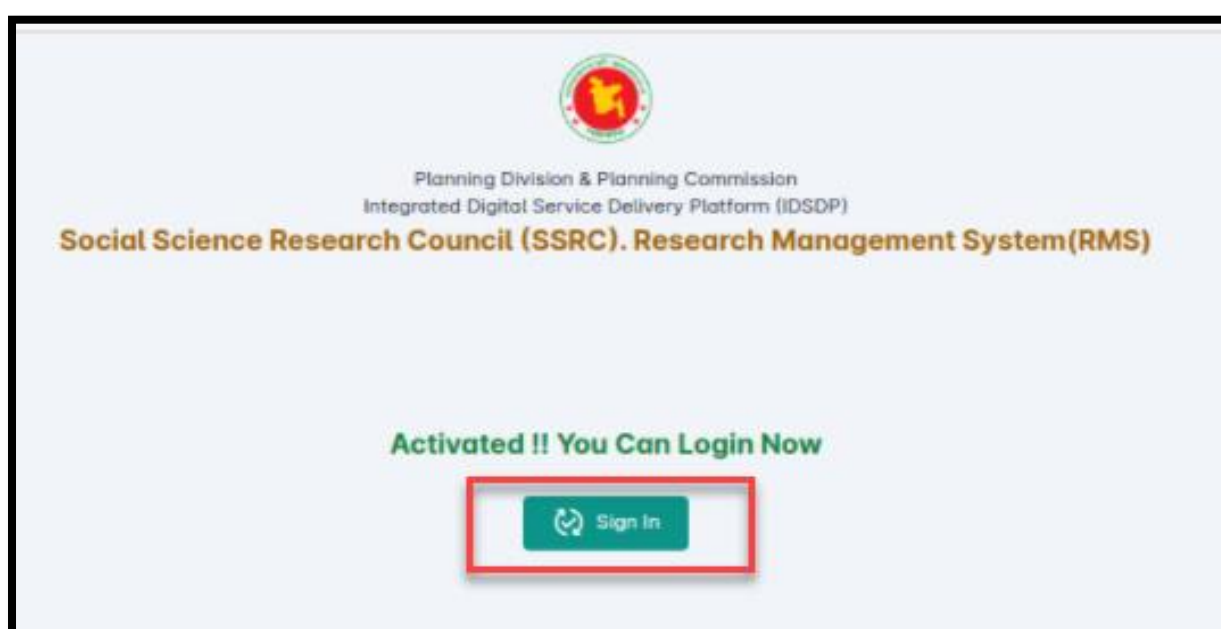
After clicking on the save button we will receive a mobile verification code and an email with a “Confirm Account” message. Enter the verification code which is received by mobile number and click on the “Confirm Account” which is received by e-mail. The account will be activated.





#### 4. Account Activation

Account will be activated. We should click on the sign in. After doing login, the user can access the entire system.





## Sing in as Researcher

### 5. Sign in



Planning Division & Planning Commission  
Integrated Digital Service Delivery Platform (IDSDP)  
**Research Management System (RMS). Social Science Research Council (SSRC).**

**Login Form**

1 Email / Mobile

2 Password

4 Forgot password?

3 Login

Sign Up as Researcher

Sign Up as Training Institute

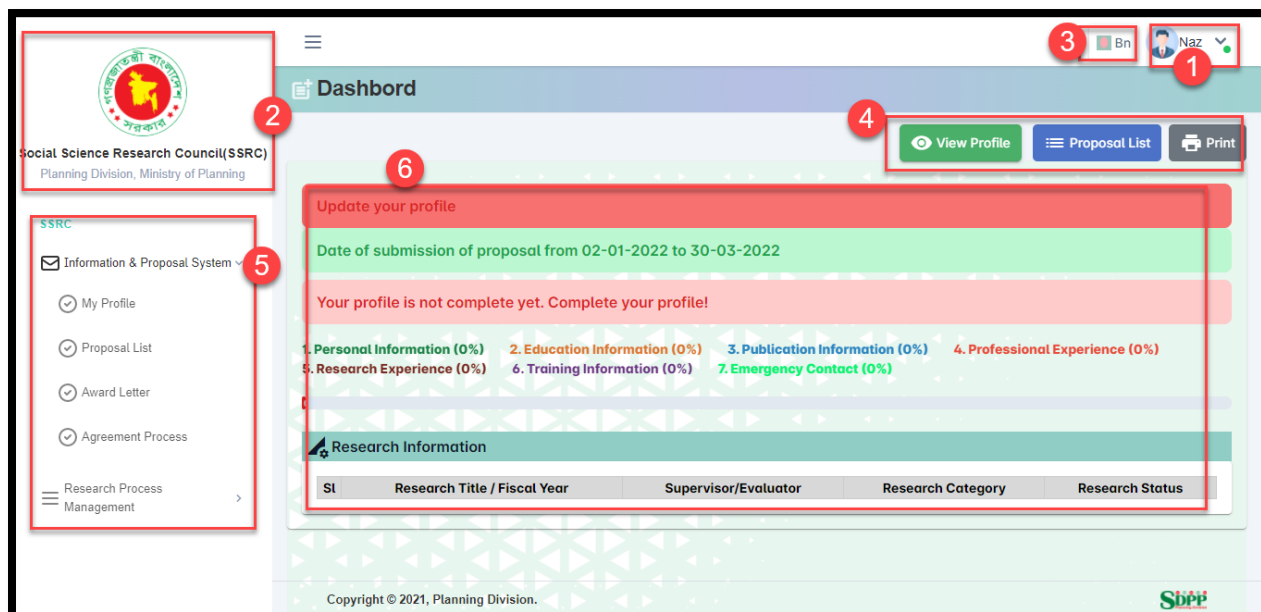
Users have to provide username and password to login into the system

SL	Description
01	Insert User Email/Mobile in the text input box
02	Insert Password in the text input box.
03	Click on the login button. If valid User ID and password is given then the user will be able to get into the website.
04	If the user forgets their password then click on the "Forgot Password?".



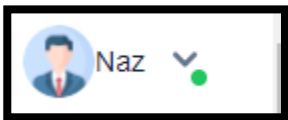

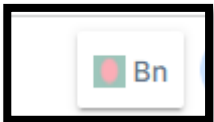
## Researcher Dashboard

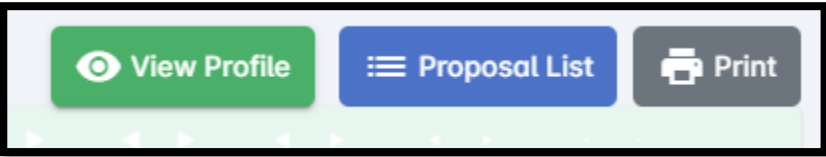
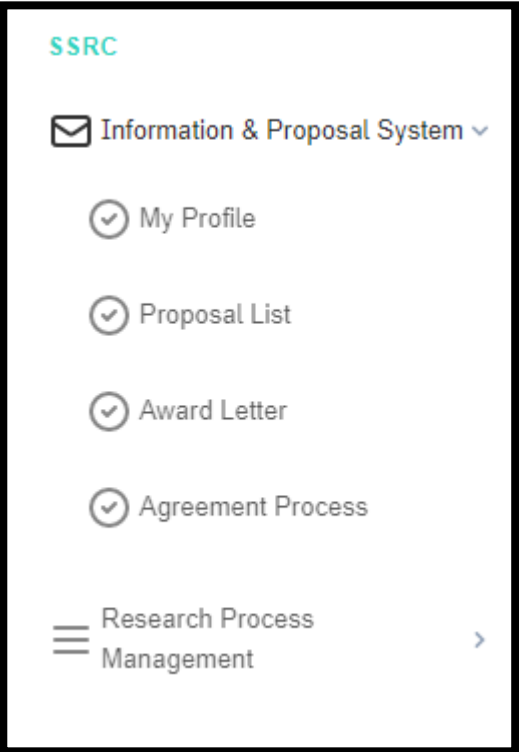
### 6. Dashboard



Here users can see the overall project statuses through various charts and navigate to different modules.

The sections of the dashboard are as described below.

SL	Description
1.	The logged in user will see their username at the right corner of the screen. 
2.	Users will see their office information in the number two section of the dashboard. 
3.	

	Click on that we can change the “Bn to En” and “En to Bn”
4.	 <p>Click on them we can see profile, proposal list and able to print.</p>
5.	 <p>Following items can be found in the menu section of the Information and Proposal System.</p> <ul style="list-style-type: none"> <li>• My Profile</li> <li>• Proposal list</li> <li>• Award List</li> <li>• Agreement Process</li> </ul> <p>Here, the Research Process Management has also some menu.</p>

6.

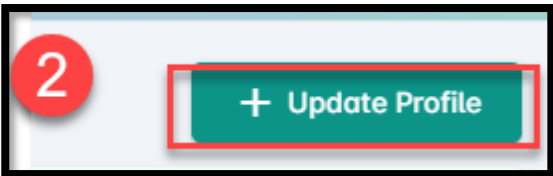
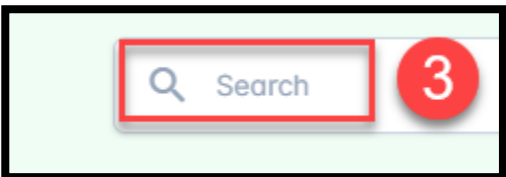
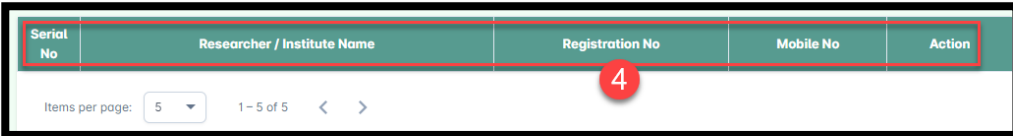
This will show the how much percentage of the profile have been done Information about a researcher.

## Researcher Profile

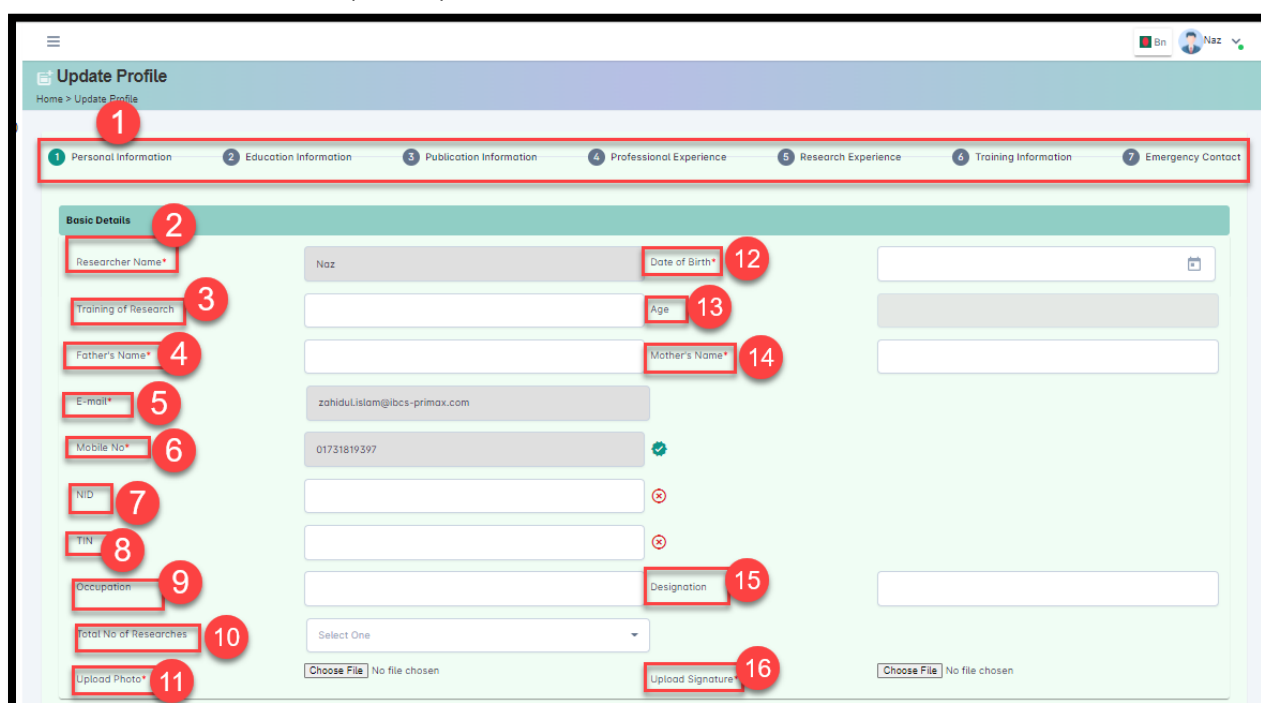
### 7. Create Profile

For creating a new profile user should go through the “Researcher Profile Information” page.

SL	Description
01	<p>Click on “My Profile”, this page will be open. From where we can create, search and watch our list.</p>

02	 <p>Clicking on the Update Profile will redirect the user to the creation page.</p>
03	 <p>Clicking on the Search button to search through the list page as per the entered data in the searching field.</p>
04	 <p>Here, user can see the profile list along with basic information.</p>

## 8. Create Profile (Tab-1) - Personal Information

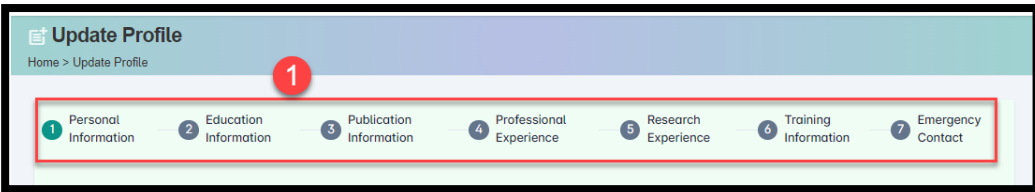
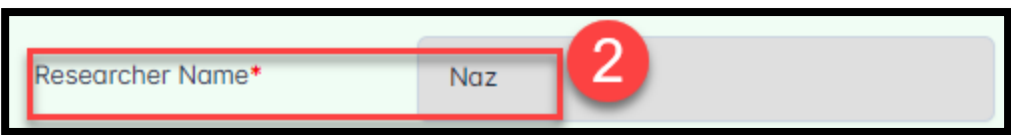

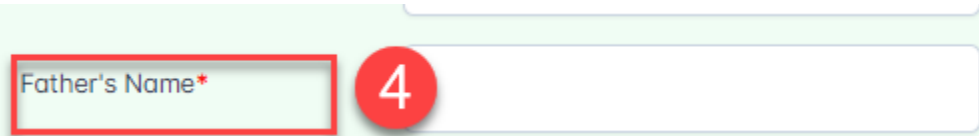
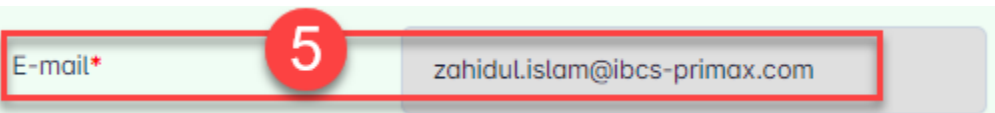
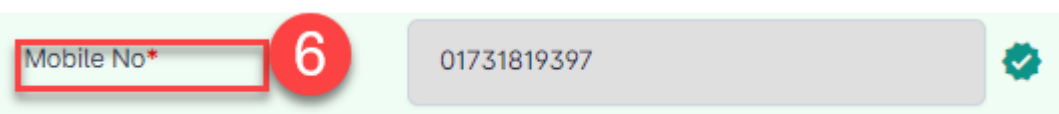

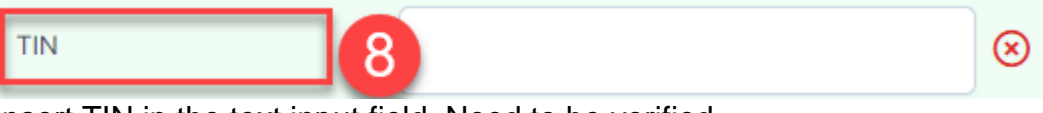
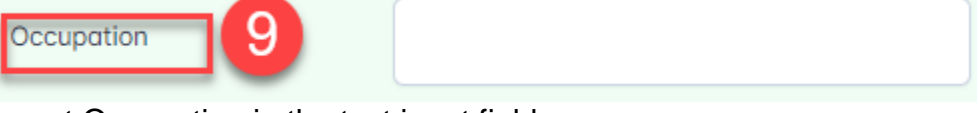


The screenshot shows the 'Update Profile' form with the following numbered callouts:

- 1: Tab navigation bar (1-7)
- 2: Basic Details section header
- 3: Researcher Name\*
- 4: Training of Research
- 5: Father's Name\*
- 6: E-mail\*
- 7: Mobile No\*
- 8: NID
- 9: TIN
- 10: Occupation
- 11: Total No of Researches
- 12: Date of Birth\*
- 13: Age
- 14: Mother's Name\*
- 15: Designation
- 16: Upload Signature\*

### Create New Profile for a Researcher (Tab-1: Personal information)

Part	Description
------	-------------

1.	 <p>Clicking on each tab, user can create their profile and also can see their details previously created.</p>
2.	 <p>The Researcher Name will be auto-generated.</p>
3.	 <p>Insert Training of Research in the text input box.</p>
4.	 <p>Insert Father's Name in the text input box. Mandatory Field.</p>
5.	 <p>The E-mail will be auto-generated. Mandatory field.</p>
6.	 <p>Mobile No will be auto-generated. Mandatory Field. Need to be verified.</p>
7.	 <p>Insert NID in the text input field. Need to be verified.</p>
8.	 <p>Insert TIN in the text input field. Need to be verified.</p>
9.	 <p>Insert Occupation in the text input field.</p>

10.	<p>Select Concerned Division of Planning Commission from the Dropdown list.</p> <div> <div>Total No of Researches</div> <div>10</div> <div>1</div> </div> <p>Select Total No of Researches from the Dropdown list.</p>
11.	<div> <div>Upload Photo*</div> <div>11</div> <div>Choose File No file chosen</div> </div> <p>Click on the Choose file for upload a photo. It's a mandatory field</p>
12	<div> <div>Date of Birth*</div> <div>12</div> <div></div> </div> <p>Select Date of Birth from the Calender icon.</p>
13	<div> <div>Age</div> <div>13</div> <div></div> </div> <p>When user select "Date of Birth", by default this "Age" field will be automatically show the age.</p>
14	<div> <div>Mother's Name*</div> <div>14</div> <div></div> </div> <p>Insert Mother's Name in the text input field. Mandatory Field</p>
15	<div> <div>Designation</div> <div>15</div> <div></div> </div> <p>Insert Designation in the text input field.</p>
16	<div> <div>Upload Signature*</div> <div>16</div> <div>Choose File No file chosen</div> </div> <p>Click on the Choose file for upload signature. It's a mandatory field</p>

**Present Address Details**

Division\* **1**  District\* **4**

Upazilla\* **2**

Address(Village/ Mahalla/ Union)\* **3**

**5**

**Permanent Address Details**

☐ If the current and permanent addresses are the same, click on the box

Division\* **6**  District\* **9**

Upazilla\* **7**





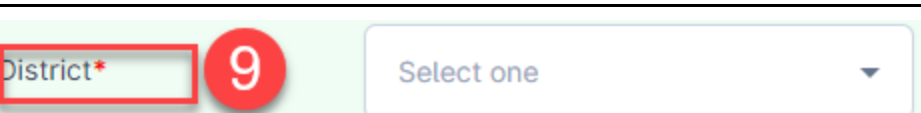
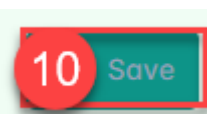
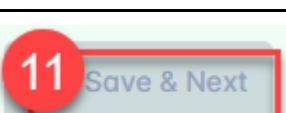

Address(Village/ Mahalla/ Union)\* **8**

**10**  **11**  **12**

### Create New Profile for a Researcher (Tab-1: Personal information)



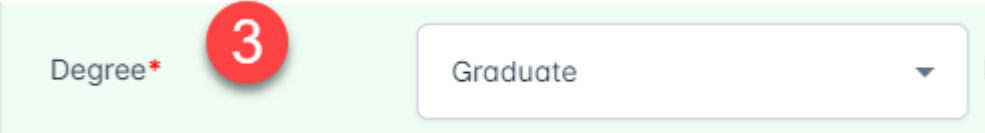
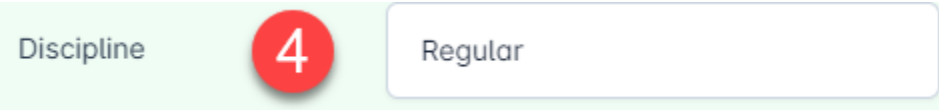
SL	Description
1.	<p>Division* <b>1</b> <input type="text" value="Select One"/></p> <p>Select Division from the dropdown list. Mandatory field.</p>
2.	<p>Upazilla* <b>2</b> <input type="text" value="Select One"/></p> <p>Select Upazilla from the dropdown list. Mandatory field.</p>
3.	<p>Address(Village/ Mahalla/ Union)* <b>3</b> <input type="text"/></p> <p>Insert Address (Village/ Mahalla/Union) in the text input field. Mandatory Field.</p>
4.	<p>District* <b>4</b> <input type="text" value="Select one"/></p> <p>Select District from the dropdown list. Mandatory field</p>



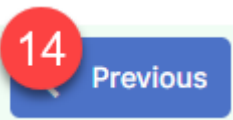



5.	 <p>Permanent Address Details</p> <p><input type="checkbox"/> If the current and permanent addresses are the same, click on the box</p> <p>By default, the Permanent address details checkbox will not check. It will determine whether the <b>Permanent address and Present address</b> is the same or not.</p>
6.	 <p>Division*</p> <p>Select One</p> <p>Select Division from the dropdown list. Mandatory field.</p>
7.	 <p>Upazilla*</p> <p>Select One</p> <p>Select Upazilla from the dropdown list. Mandatory field.</p>
8.	 <p>Address(Village/ Mahalla/ Union)*</p> <p>Insert Address (Village/ Mahalla/Union) in the text input field. Mandatory Field.</p>
9.	 <p>District*</p> <p>Select one</p> <p>Select District from the dropdown list. Mandatory field</p>
10.	 <p>Save</p> <p>After filling up all the required data, the user will save it to create the Researcher Profile.</p>
11	 <p>Save &amp; Next</p> <p>After filling up all the required data, the user will save to create the Researcher Profile and Redirect the user to the next Tab of creating a profile.</p>
12	 <p>Next &gt;</p> <p>Redirect the user to the next Tab for creating a profile.</p>

## 9. Create Profile - (Tab-2) - Education Information

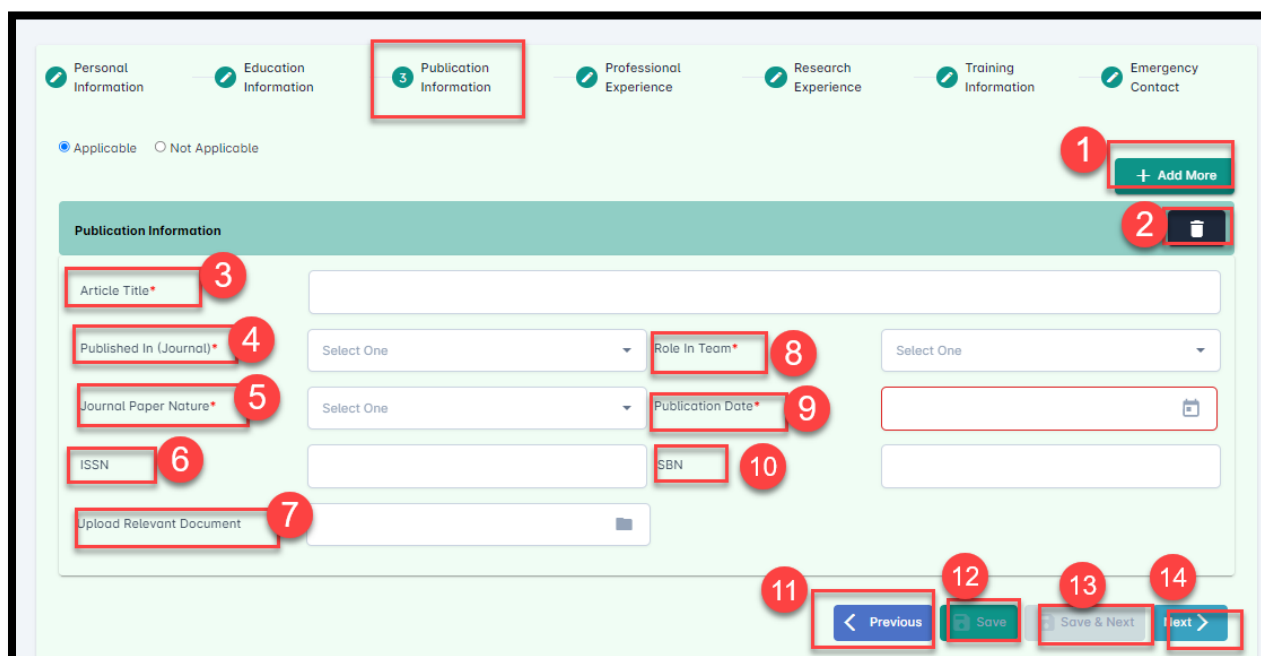
### Create New Profile for a Researcher (Tab-2: Education information)

SL	Description
1.	 <p>Click on the Add More to add more information.</p>
2.	 <p>The Delete icon will help to delete the Educational Information. Click on the Delete icon. A pop-up message will come with “No/Yes” options. Click on the Yes button to delete the item. Or No, for not deleting the item.</p>
3.	 <p>Select Degree from the dropdown list. Mandatory Field.</p>
4.	 <p>Insert Discipline in the text input field.</p>

Page 18 of 36

14	 <p>Click on the Previous , this will redirect user to the Previous page.</p>
15	 <p><b>Save</b> button will be activated after inserting all the mandatory data. Click on the <b>Save</b> button. <b>Educational Information</b> will be stored. A successful message will come.</p>
16	 <p><b>Save</b> button will be activated after inserting all the mandatory data. Click on the <b>Save &amp; Next</b> button this will redirect user to the next page.</p>
17	 <p>Click on the Next , this will redirect user to the next page.</p>

## 10. Create Profile - (Tab-3) - Publication Information



### Create New Profile for a Researcher (Tab-3: Publication information)

SL	Description
1.	Click on the Add More to add more information.

2.	The Delete icon will help to delete the Publication Information. Click on the Delete icon. A pop-up message will come with “No/Yes” options. Click on the Yes button to delete the item. Or No, for not deleting the item.
3.	Insert Article Title in the text input field. Mandatory field.
4.	Select Published in (Journal) from the dropdown list. Mandatory field.
5	Select Journal Paper Nature from the dropdown list. Mandatory Field
6	Insert ISSN in the text input field.
7	Click on the Upload Relevant Document to upload file.
8	Select Role In Team from the dropdown list. Mandatory Field.
9	Select Publication Date from the dropdown list. Mandatory Field.
10	Insert ISBN in the text input field.
11	Click on the Previous, this will redirect user to the Previous page.
12	Save button will be activated after inserting all the mandatory data. Click on the Save button. Publication Information will be stored. A successful message will come.
13	Save button will be activated after inserting all the mandatory data. Click on the Save & Next button this will redirect user to the next page.
14	Click on the Next , this will redirect user to the next page.

## 11. Create Profile - (Tab-4) - Professional Experience

### Create New Profile for a Researcher (Tab-4: Professional Experience)

SL	Description
1.	Click on the Add More to add more information.
2.	The Delete icon will help to delete the Professional Experience. Click on the Delete icon. A pop-up message will come with “No/Yes” options. Click on the Yes button to delete the item. Or No, for not deleting the item.
3.	Insert Organization Name in the text input field.
4.	Insert Designation in the text input field.
5.	Select Date from the Date icon. Mandatory Field
6.	By default, the Till Date checkbox will be not selected. User should click on the checkbox.
7.	Insert Detail of Responsibility in the text input field. Mandatory Field.
8.	By default, Employee Type Radio button will not be selected. User should click on the Radio button as per their requirement. Mandatory Field.
9.	Select Date from the Date icon. Mandatory Field.
10.	Click on the Previous , this will redirect user to the Previous page.

11	Save button will be activated after inserting all the mandatory data. Click on the Save button. Professional Experience will be stored. A successful message will come.
12	Click on the Save & Next button this will save the information and redirect user to the next page.
13	Click on the Next , this will redirect user to the next page.
14	Select the Applicable radio button as per user demand. If Applicable this from will be open.

## 12. Create Profile - (Tab-5) - Research Experience

The screenshot shows the 'Research Experience' tab in a profile creation form. The form includes the following fields and annotations:

- 1**: '+ Add More' button
- 2**: Trash icon
- 3**: 'Research Experience' header
- 4**: 'Research Organization\*' field (Value: Buet)
- 5**: 'Research Topic\*' field (Value: Covid safety)
- 6**: 'Research Year\*' field (Value: 2021)
- 7**: 'Research Status\*' dropdown (Value: On-Going)
- 8**: 'Funding Organization\*' field (Value: Kuet)
- 9**: 'Foreign( If Any)' checkbox (Value: unchecked)
- 10**: 'Research Grant (BDT)\*' field (Value: 500000)
- 11**: 'Total Research Experience' field (Value: 2)
- 12**: 'Summary Of Research' text area

The screenshot shows the bottom part of the 'Research Experience' form. The form includes the following fields and annotations:

- 12**: 'Research Objectives' text area
- 13**: '< Previous' button
- 14**: 'Save' button
- 15**: 'Save & Next' button
- 16**: 'Next >' button

## Create New Profile for a Researcher (Tab-5: Research Experience)

SL	Description
1.	Click on the Add More to add more information.



2.	The Delete icon will help to delete the Research Experience. Click on the Delete icon. A pop-up message will come with “No/Yes” options. Click on the Yes button to delete the item. Or No, for not deleting the item.
3.	Insert Research Organization in the text input field. Mandatory field.
4.	Insert Research Topic in the text input field. Mandatory field.
5	Insert Research Year in the text input field. Mandatory Field.
6	Select Research Status from the dropdown list. Mandatory Field.
7	Insert Funding Organization in the text input field. Mandatory Field.
8	Insert Summary of Research in the text input field.
9	Select the Foreign (If Any) checkbox.
10	Insert Research Grant(BDT) in the text input field. Mandatory field.
11	Insert Total Research Experience in the text input field.
12	Click on the Research Objectives to upload a file.
13	Click on the Previous, this will redirect the user to the Previous page.
14	Save button will be activated after inserting all the mandatory data. Click on the Save button. Research Experience will be stored. A successful message will come.
15	Click on the Save & Next button this will save the information and redirect user to the next page.
16	Click on the Next , this will redirect user to the next page.

### 13. Create Profile - (Tab-6) - Training Information

#### Create New Profile for a Researcher ((Tab-6) –Training Information

SL	Description
1.	Click on the Add More to add more information.
2.	The Delete icon will help to delete the Training Information. Click on the Delete icon. A pop-up message will come with “No/Yes” options. Click on the Yes button to delete the item. Or No, for not deleting the item.
3.	Insert Institution Name in the text input field. Mandatory field.
4.	Select Training Type from the dropdown list. Mandatory field.
5.	Select Training Year from the dropdown list.
6.	Insert Training Duration in the text input field. Mandatory field.
7.	Click on the Previous , this will redirect user to the Previous page.
8.	Save button will be activated after inserting all the mandatory data. Click on the Save button. Training Information will be stored. A successful message will come.
9.	Click on the Save & Next button this will save the information and redirect user to the next page.
10.	Click on the Next , this will redirect user to the next page.
11.	Select the Applicable radio button as per user demand. If Applicable this form will be open.

#### 14. Create Profile - (Tab-7) - Emergency Contact

The screenshot shows the 'Emergency Contact' tab in a profile creation interface. The form includes fields for Name, Mobile No, Permanent Address, E-mail, Present Address, and NID. There are buttons for 'Add More', 'Delete', 'Previous', and 'Save'. A declaration checkbox is at the bottom. Numbered annotations (1-11) highlight specific UI elements: 1. Add More button, 2. Delete icon, 3. Name field, 4. Mobile No field, 5. Permanent Address field, 6. E-mail field, 7. Present Address field, 8. NID field, 9. Previous button, 10. Save button, 11. Declaration checkbox.

#### Create New Profile for a Researcher (Tab-7: Emergency Contact)

SL	Description
1.	Click on the Add More to add more information.
2.	The Delete icon will help to delete the Emergency Contact. Click on the Delete icon. A pop-up message will come with "No/Yes" options. Click on the Yes button to delete the item. Or No, for not deleting the item.
3.	Insert Name in the text input field. Mandatory field.
4.	Insert Mobile No in the text input field. Mandatory field.
5.	Insert Permanent address in the text input field. Mandatory Field.
6.	Insert E-mail address in the text input field.
7.	Insert Present Address in the text input field.
8.	Insert NID in the text input field.
9.	Click on the Previous , this will redirect user to the Previous page.

10	Save button will be activated after inserting all the mandatory data. Click on the Save button. Emergency Contact will be stored. A successful message will come.
11	Click on the checkbox.

## Researcher Proposal

### 15. Create Proposal

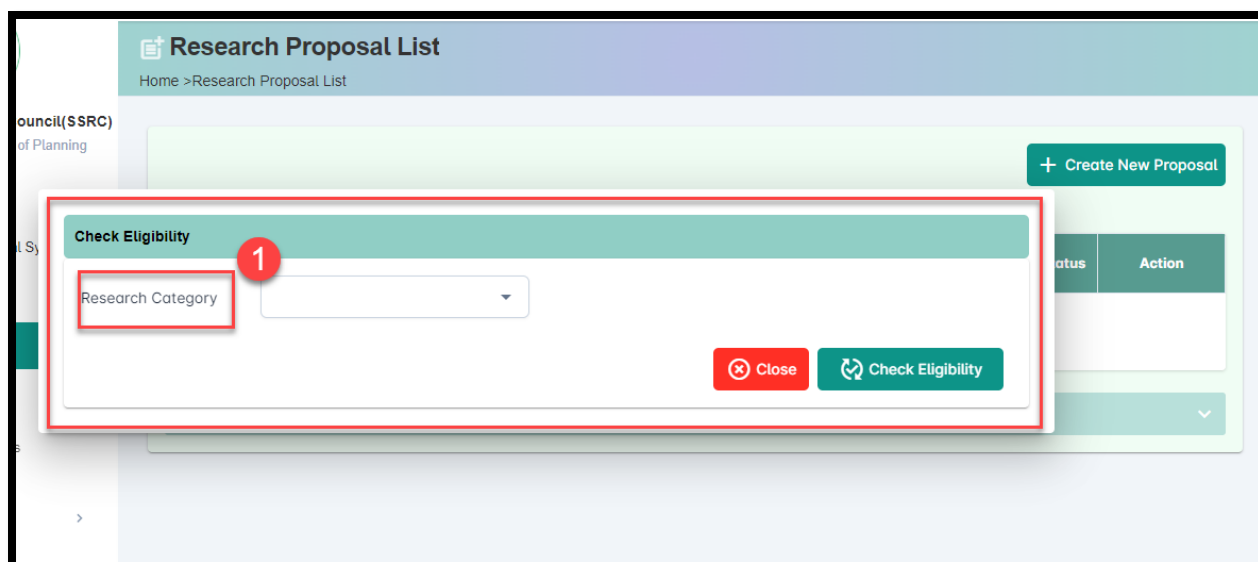
The screenshot shows the 'Research Proposal List' interface. At the top right, there is a language selector (1) set to 'Bn' and a user profile 'Naz'. Below this is a '+ Create New Proposal' button (2). The main area contains a 'Proposal List' table (3) with columns: Sl, Research Title / Researcher / Fiscal Year, Research Category, Field, Profile & Proposal Marks, Approval Status, and Action. Below the table is a pagination control (4) showing 'Items per page: 5' and '0 of 0'. At the bottom, there is an 'Upload Document:' button (5).

### Create New Proposal for a Researcher

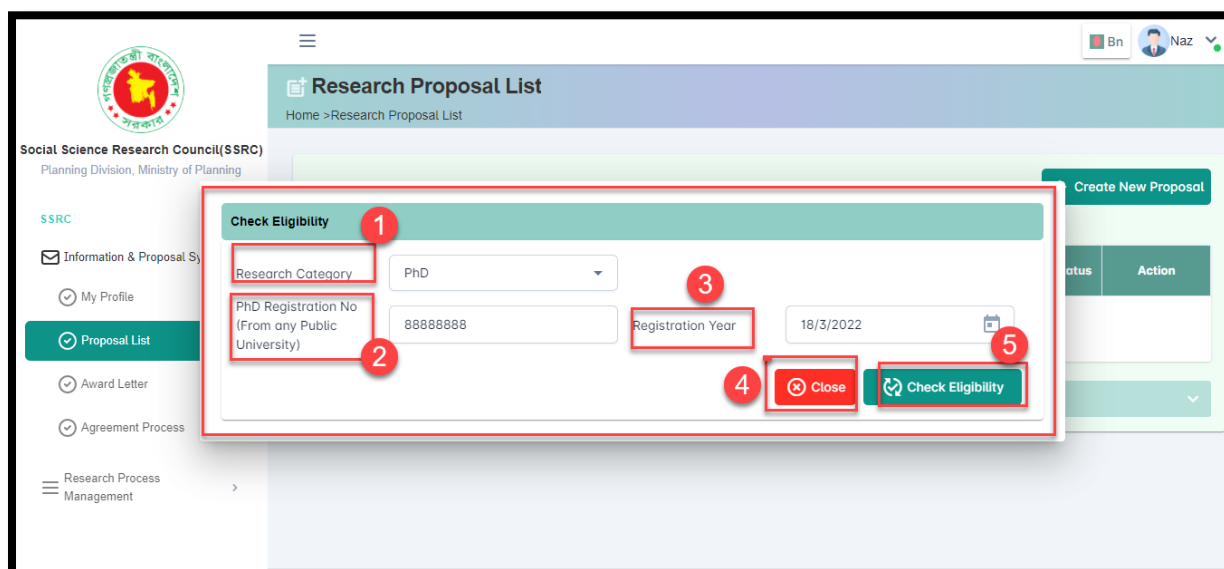
SL	Description
1.	The user can change the language preference from the top right corner.
2.	Click on the Create New Proposal to create a proposal.
3	Proposal list will be shown in the table.
4	Pagination: The user can choose the pagination according to his choice. By default, the pagination page limit will remain at 5. When the user searches for an item, the pagination number will show according to the search list.
5	Click on the Upload Document to upload the document.

## 16. Check Eligibility

For creating, a proposal user needs to check the eligibility whether the process checked that the user is eligible for creating a proposal or not. When we click on the create proposal the eligibility check box will come.



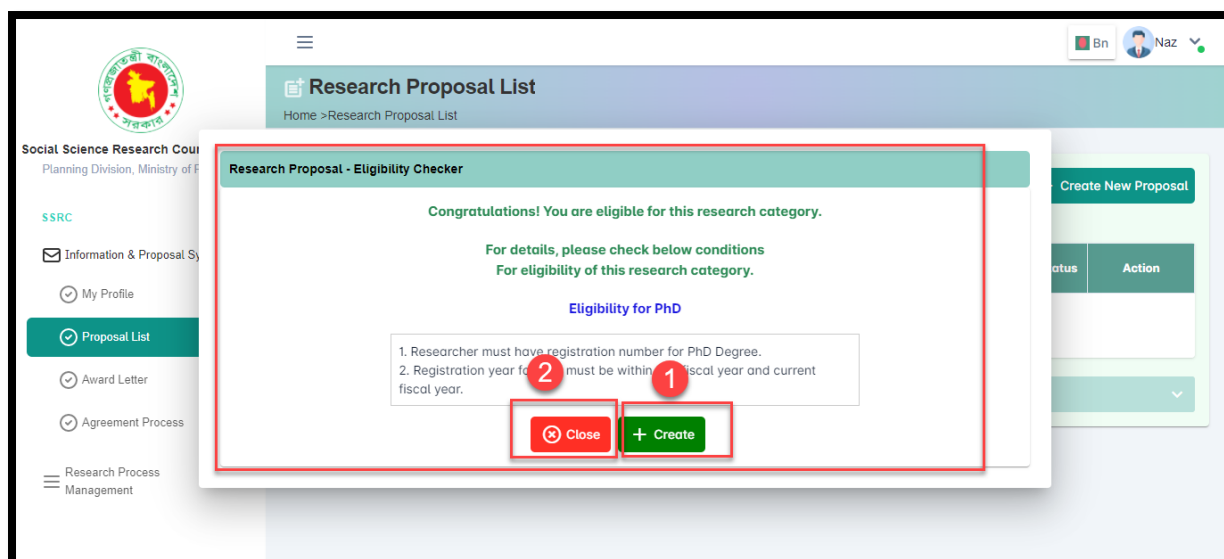
1. Choose **Research Category** from the dropdown list. Mandatory field.



### Check Eligibility

SL	Description
1.	Choose Research Category from the dropdown list. Mandatory field.
2.	Insert PhD Registration No in the text input field. Mandatory field.

3	Choose Registration Year from the calendar. Mandatory field.
4	Click on the Close to close the page.
5	Click on the Check Eligibility to check the eligibility.



1	Click on the Create to create the proposal.
2	Click on the Close to close the creating the proposal.

## 17. Create Proposal- (Tab-1: Proposal)

The screenshot shows the 'Create Proposal' form with the following fields and callouts:

- 1:** Fiscal Year \* (dropdown menu)
- 2:** Field \* (dropdown menu)
- 3:** Research Title English \* (text input field)
- 4:** Research Title Bangla \* (text input field)
- 5:** SDGs (dropdown menu)
- 6:** Division (dropdown menu)
- 7:** Upzilla (dropdown menu)
- 8:** Research Category Type \* (dropdown menu)
- 9:** Sub Field (dropdown menu)
- 10:** National Plan Alignment (dropdown menu)
- 11:** District (dropdown menu)
- 12:** Save button
- 13:** Save & Next button
- 14:** Next > button

### Create Proposal- (Tab-1: Proposal)

SL	Description
1.	Choose Fiscal Year from the dropdown list. Mandatory field.
2.	Choose Field from the dropdown list. Mandatory field
3.	Insert Research Title English in the text input field. Mandatory field.
4.	Insert Research Title Bangla in the text input field. Mandatory field
5.	Choose SDGs from the dropdown list.
6.	Choose Division from the dropdown list.
7.	Choose Upazilla from the dropdown list.
8.	Choose Research Category Type from the dropdown list. Mandatory field
9.	Choose Sub-Field from the dropdown list.
10.	Choose National Plan Alignment from the dropdown list.
11.	Choose District from the dropdown list.



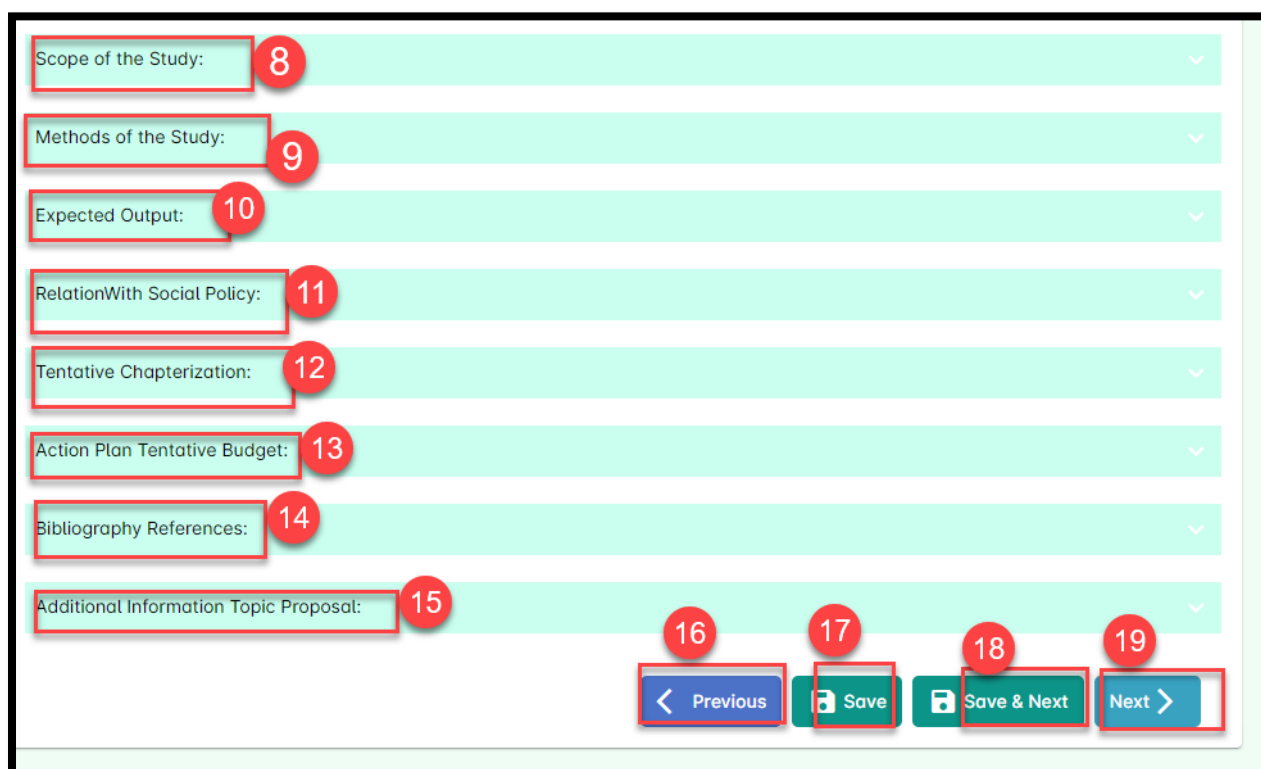
12	Save button will be activated after inserting all the mandatory data. Click on the Save button. Proposal Information will be stored. A successful message will come.
13	Click on the Save & Next button this will save the information and redirect the user to the next page.
14	Click on the Next, this will redirect the user to the next page.

### 18. Create Proposal- (Tab-2: Information)



### Create Proposal- (Tab-2: Information)

SL	Description
1.	Insert Introduction in the text input field. Mandatory field
2.	Insert Statement Problem in the text input field. Mandatory field
3	Insert Objectives of the Study in the text input field. Mandatory field.
4	Insert Formulation Research in the text input field. Mandatory field
5	Insert Conceptual Framework in the text input field. Mandatory field
6	Insert Review of Literature in the text input field. Mandatory field
7	Insert Rationale of the Study in the text input field. Mandatory field



8	Insert Scope of the Study in the text input field. Mandatory field
9	Insert Methods of the Study in the text input field. Mandatory field
10	Insert Expected Output in the text input field. Mandatory field
11	Insert Relation with Social Policy in the text input field. Mandatory field
12	Insert Tentative Chaptalization in the text input field. Mandatory field
13	Insert Action Plan Tentative Budget in the text input field. Mandatory field
14	Insert Bibliography References in the text input field. Mandatory field
15	Insert Additional Information Topic Proposal in the text input field. Mandatory field
16	Click on the Previous, this will redirect user to the Previous page.
17	Save button will be activated after inserting all the mandatory data. Click on the Save button. Information will be stored. A successful message will come.
18	Click on the Save & Next button this will save the information and redirect user to the next page.
19	Click on the Next, this will redirect user to the next page.

## 19. Create Proposal- (Tab-3: Upload Document)

### Create Proposal- (Tab-3: Upload Document)

SL	Description
1.	The Delete icon will help to delete the Upload Document. Click on the Delete icon. A pop-up message will come with “No/Yes” options. Click on the Yes button to delete the item. Or No, for not deleting the item.
2.	Choose Document Type from the dropdown list. Mandatory field
3.	Insert Document Summary in the text input field. Mandatory field.
4.	Insert Document Name in the text input field. Mandatory field

5	Click on the Upload File to upload the document. Mandatory field.
6	Click on the ADD More.

7	Click on the Previous, this will redirect the user to the previous page.
8	The Save button will be activated after inserting all the mandatory data. Click on the Save button. Information will be stored. A successful message will come.
9	Click on the Save & Next button this will save the information and redirect the user to the next page.
10	Click on the Next, this will redirect the user to the next page.

## 20. Create Proposal- (Tab-4: Activity Plan)

## Create Proposal- (Tab-4: Activity Plan)

SL	Description
1.	The Delete icon will help to delete the Activity Plan. Click on the Delete icon. A pop-up message will come with “No/Yes” options. Click on the Yes button to delete the item. Or No, for not deleting the item.
2.	Insert Activity Name in the text input field. Mandatory field.
3.	Choose End Date from the Calendar icon. Mandatory field.
4.	Choose Start Date from the Calendar icon. Mandatory field.
5.	Insert Remarks in the text input field.
6.	Click on the ADD More.
7.	Click on the Previous, this will redirect user to the Previous page.

8	Save button will be activated after inserting all the mandatory data. Click on the Save button. Information will be stored. A successful message will come.
9	Click on the Save & Next button this will save the information and redirect user to the next page.
10	Click on the Next, this will redirect user to the next page.

## 21. Create Proposal- (Tab-5: Budget Details)

## Create Proposal- (Tab-5: Budget Details)

SL	Description
1.	The Delete icon will help to delete the Budget Detail. Click on the Delete icon. A pop-up message will come with “No/Yes” options. Click on the Yes button to delete the item. Or No, for not deleting the item.
2.	Choose Expenditure Item from the dropdown list. Mandatory field.
3	Insert Amount in the text input field. Mandatory field.
4	Click on the Add More.
5	Click on the Previous, this will redirect user to the Previous page.
6	Save button will be activated after inserting all the mandatory data. Click on the Save button. Information will be stored. A successful message will come.
7	Click on the Save & Preview button this will save the information and redirect user to the view profile.

## 22. Submission of the Proposal



### Create Proposal

SL	Description
1.	Click on the Previous, this will redirect user to the Previous page.
2.	Click on the Final Submit for submit the proposal.
3.	Click on the Go to Profile to view the profile.
4.	Click on the Download to download the proposal.
5.	Click on the Print to print out the proposal.



# Thank You!

**Strengthening Digital Processing of Projects (SDPP)**  
**Planning Division & Commission**