PUMP – Photovoltaic Users Mentorship Program

http://www.online.ncpre.iitb.ac.in/ncpre_proposal/login.php

Version – 1.0

National Centre for Photovoltaic Research and Education

http://www.ncpre.iitb.ac.in/

IIT Bombay
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How to Register?

- If you are not already Registered on NCPRE, you must get registered first.
- To register, go to http://www.ncpre.iitb.ac.in/
- Go to PUMP ➔ Research Proposals ➔ Register
- The registration form opens.

- Fill the details and submit
- A notification mail of registration is sent to user.
- When request gets approved, a mail comes to the user with his user id and password.
How to logon?

- Open URL http://www.ncpre.iitb.ac.in/
- Go to PUMP Login
- Enter your user id and password and click on Go button.
Forgot Password?

- Go to PUMP → Login
- Click on Forgot Password/Username link.

- Enter your mail address registered with PUMP.
- Click on Submit.
- A mail will be sent on this email address containing your username and password.

How to change password?

- In main panel, on right side click Change Password.
- Enter your old and new password and submit.
- Your password will be reset.
How to upload a proposal?

- Logon to http://www.online.ncpre.iitb.ac.in/ncpre_proposal/login.php
- Before submitting projects, user must read the guidelines carefully. To view the guidelines, go to Research Proposal Guidelines
- Users must submit the proposals in the required Format only.
- To view and download User Agreement, Declaration and NOC form go to “Downloads”.
- Download the proposal format and write the proposal accordingly.
- If user is uploading a Project proposal for the first time, then after logon he will be redirected to the proposal submission page.
- If user has uploaded a proposal before, then after logon he will be directed to a page where he can view the status of all his Project Proposals. To upload another new proposal, click Upload New Proposal button on top right side of the page. On clicking this button, the proposal form opens.
- Fill the details of the proposal and submit it.
- A notification mail of proposal uploaded is sent to user.
How to view the status of your submitted project proposal?

- To view the status of the Submitted proposals, logon to http://www.online.ncpre.iitb.ac.in/ncpre_proposal/login.php
- In the main panel, on right side click on My Project Status.
- Here following project details will be displayed
  - Proposal Id
  - Title
  - Date of Upload
  - Status of Review
  - Status of Approval
  - Status of Completion
  - Proposal can be downloaded
- Review status will be shown as pending if project is not sent for review. When it is sent for review status changes to Sent for review. When review is completed, status changes to Review over.
- In Approval Status column, current status of proposal will be shown. Pending means proposal has not been approved yet. When project gets approved, status changes to Approved. Disapproved means proposal has been disapproved. Sent for revision means proposal has not been disapproved but sent for revision.
- When your project gets complete then its status is shown as Completed in Completion status column.

Download proposal and CV file from here
How to upload Project Outcomes?

After your proposal gets approved, you can upload project outcomes under that project. In Project outcomes you can upload documents and files related to your project like papers published, research work etc. You can upload docx, pdf, videos, image files etc. You can upload project outcomes after completion of your project also.

- To upload project outcomes, in My Project Status panel, in Project Outcomes columns click link and upload the files.
How to upload revised proposal?

- If admin send the proposal for revision, he mentions the points to be corrected in proposal.
- After correction user again uploads the proposal. To upload revised proposal
- After login, My Project Status page is displayed.
- In Approval Status column, Upload Revised Proposal button is shown against the project.
- Click on it and upload revised version of proposal.
- The status changes to Revision Uploaded.
- Original and revised versions of proposal will be shown in a group.