

BIPP USER GUIDE

1. Click on the “Biotechnology Industry Partnership Programme (BIPP)” link under the list of Programmes. Screen named- List of Call for Proposals as shown below will open up:



On the left hand side you will see a List of various calls for proposals under BIPP. The currently active call(s) would be highlighted and the previous calls would be simply listed below. The right hand side would display the status of various proposals submitted by the user under BIPP.

2. A new proposal can be submitted in the following ways:
 - 2.1 Click on the relevant call for which you wish to submit a proposal. Click on Submit New Proposal tab to submit a new proposal. This takes you to Basic Information Form.

Or

- 2.2. You can also click on the Proposals tab on the top and you will be shown 2 options:
 - 2.2.1. New proposals: This takes you to a new proposal submission page, where you are asked to choose the call for which you wish to submit the proposal. This list would show you all calls under BIPP with the recent most call at the top. Choose the call, and you would be navigated to the Basic Information Form.
 - 2.2.2. View/Edit Proposals: Choose the relevant call for proposals. This takes you to a table displaying the list of Proposals submitted / being submitted by the user under a particular call, as shown below:



- The status of the Proposal is shown as Pending till it has not been finally submitted.
- To edit/update the proposal, click on the pending link. To view a proposal submitted/to be submitted, click on the reference no.
- Proposal History shall become active once the proposal enters the review phase.
- You can delete any Pending proposal using the Delete option shown in the last column.
- You can also click on Submit New Proposal from this screen and you would be navigated to Basic Information Form.

3. The Basic Information form requires the user to fill in the basic details about the proposal such as Proposal Title, Duration, Category, Area, Sole/Collaborative Project etc.

- Please note that only Proposal Title can be edited once the user saves it.
- All other fields should be carefully filled since no edit is possible once you click on Save on Continue.

4. As you click on “Save & continue” button, following screen, “PROPOSAL SUBMISSION FORMS” would be displayed:



This screen displays the list of various forms that the user needs to fill in along with its status.

5. You are free to fill these forms randomly, i.e. the order in which a form is filled and submitted does not matter. However, the forms which are linked to an earlier form will show an error message, on clicking that form, requesting you to fill the linked form first.

6. On clicking, each form opens up in a separate window with a title of the respective form.

7. As you go on filling the form, the system auto-saves the data at a regular interval of 5 min. On auto-saving, the screen flickers slightly, which indicates that the data has been saved.

8. If you wish to close the incomplete form, it would be saved as draft and the status would continue to be shown as Pending. However, the data filled in would remain in the form.

9. After the user fills in all the mandatory details of a form and clicks on the Save button, the status on main page would change from "Pending" to "Done".

10. However, the user can edit any form during the course of proposal submission, i.e. before clicking on the "Final Submit" button. However, if two dependent forms are simultaneously open and the Parent Form bringing data to the subsequent form is modified, the changes incorporated would be effected in the subsequent form only on clicking refresh button.

11. The mandatory field have been shown with *. In case, any of the mandatory fields is not applicable to your proposal, please fill in "Not Applicable" and do not leave it blank.

12. Please note that the system will not accept special characters such as >, <, /, ^, #, “Inverted Commas”. The user is, therefore, requested not to include these in the content to avoid problem.

13. After you fill in all the Budget Details, click on Budget Summary. This page displays the consolidated budget based on the values filled in under the head wise budget tabs. Click on Verify to cross-check the total objective wise financial input and sum of head wise budget break up. In case the figures match, the data would be successfully uploaded; else the system will show you an error message requesting you to check the budget details.

14. In case of collaborative proposals, a tab named as MoU would be shown under the List of Forms to be submitted. Here, you need to upload a copy of signed MoU between the Applicant Company and Collaborator(s). However, this upload is non - mandatory. If the MoU is not yet finalized, please click on Save button and the status of current page would automatically change to done.

15. Please note that only “PDF” files can be uploaded. In case where there is a prescribed format available as a word document, please download the format, fill in required details, convert it to a pdf and upload. The upper limit to the file size of each upload is 2 MB. If the file size is more than 2 MB, it can be reduced by “Compressing” the document. To maintain security of the proposals, the user is required to disable the Print Option while preparing the PDF document. Please note that it is the responsibility of the user to ensure security of the documents and BIPP shall not be responsible for verification of the above requirement.

16. All communications regarding a proposal would be sent to the Project Coordinator’s email id. provided in the form titled: PARTICULARS OF THE APPLICANT COMPANY.

17. Once the proposal is submitted successfully, you will receive a confirmatory mail from BIPP on the Project Coordinator’s email id. However, if you do not receive this mail within 24 hours of proposal submission, please contact Programme Manager, BIPP.

For any queries regarding submission of Online proposals under BIPP, please write to: bipp.dbt@nic.in