

TePP Functionalities

1. Home Page

TePP home page will contain links for the general informations like the following . These can be viewable to all visitors of the portal.

- ◆ About TePP
- ◆ Who can Apply
- ◆ Submit Proposal
- ◆ Announcements
- ◆ Success Stories
- ◆ Track the proposal
- ◆ Login
- ◆ People
- ◆ Contact

1.1 About TePP

Displays about the Programme

1.2 Who can Apply

Displays the criteria of Innovators to apply to TePP

1.3 Submit Proposal

Will display the Guidelines to the innovator for submitting the proposal and explains the different ways of submitting proposal.

1.4 Announcements

All the announcements will display here.

1.5 Success Stories

It will display the success stories of innovation.

1.6 Track the proposal

All users can check the status of a proposal by submitting the proposal id.

1.7 Login

Users can login to the TePP portal by using the user name and password . Each user will get different menu depending on their role .

1.8 Contact

Displays Contact information.

2. Innovators

The innovators will get the following links in the portal :

For new Innovators:

- ◆ Registration & Login
- ◆ Submit proposal online
- ◆ Submit proposal offline
- ◆ Resubmit proposal if modifications are needed

For those Innovators whose proposal has been accepted by TePP:

- ◆ Login to portal
- ◆ View proposal
- ◆ Communications
- ◆ Prepare Documents

2.1.1 Registration & Login

Before submitting a proposal, Innovator has to register to the portal.

- User is asked to fill registration form.
- Portal does authentication and displays application form .

Already registered users can login to the portal

- User is asked to enter Email ID and password .
- Portal does authentication.
- Application form section wise status page for the innovator is displayed.

2.1.2 Submit proposal online

The online proposal is divided into Five sections . They are:

- **Title Sheet** :
- Innovator is asked to enter Main details about the proposal like proposal title , brief summary etc.
- Save entered details.

- **Proposal Details** : Innovator can select from the two different options provided for entering proposal details.

Option1 : Fill online proposal form.

- Enter proposal details and Save it.

Option2 : Download proposal form and upload filled in form.

- Download form in doc format from portal.
- Fill the details and upload to portal.

- **Image Upload** :

- Upload photograph.
- Upload signature.
- Upload other images.
- Save entered details.

- **Preview & final confirmation** :

- Preview of the application form is given for the user.
- User can **confirm** if no modifications are needed in the entered data or can go back to **edit** data.
- Portal wont allow edit after confirmation.

- **Documents upload:**

- User is asked to upload other documents (if any) to support his innovation.
- Save entered details

The online application can be completed in one or more sessions by revisiting the website using the user id and password. At each login, the applicant will see the section-wise status of the application.

(see the portal demo for more details)

2.1.3 Submit proposal offline

Innovator can download and print the proposal format and can send the proposal as hard copy to TePP. Detailed instructions are given in the page.

2.1.4 Resubmit proposal if modifications are needed

The submitted proposals can be viewed in the concerned TUC . If any modifications are needed in the proposals , TUC can enable Edit option to the innovator.

- TUC send mail to the Innovator.
- Innovator can login and edit the proposal
- Same process as described in section2 is repeated.

2.2.1 Login

- User is asked for User name and password.
- Web-portal does authentication
- User home-page of Innovator is displayed containing
 - Details of submitted proposal to view.
 - Email to TUC , TePP Coordinator
 - Prepare documents like Statement of Expenditure(SE) and Utilization certificate (UC)

2.2.2 View Proposal

- User can view his submitted proposal(s)

2.2.3 Send email

- Communicate to TePP Coordinator and TUC
- Functionality is provided for email address, subject, message to be send
- View all communications

2.2.4 Prepare documents

- Prepare utilization certificate (UC)/Statement of Expenditure (SE).
- User is asked to download the document format.
- Upload prepared document to the portal.

3. TUC Officials

TUC Officials will get the following links after login to the portal:

- ◆ Change user password
- ◆ **Proposals**
 - Proposals
 - Enter proposal(s)
 - View pending / all proposal(s)
 - Enable proposal edit to innovators.
 - Print-out of proposal
 - *Reviewing* Proposals
 - Assign proposal(s) to reviewer(s)
 - View reviewer(s) comments
 - *Reviewed* Proposals
 - Prepare assessment-form (/summarize) for proposals
 - Consolidate reviewed proposal to screening committee meeting
 - *Accepted Project* Proposal
 - view, track and edit project status in progress
 - Reassessing a project proposal
- ◆ **Communications**
 - *Send* email to
 - TePP Coordinator
 - Administrator
 - Innovator
 - Reviewer
 - Other TUC(s)
 - *Announcements*
 - Create / Edit / Delete Announcements
 - *Upload* Contents [e.g. Posters]
 - Add / Delete Uploaded Contents
 - *Recommend* reviewer to be part of panel
 - Prepare documents

3.1 Change Password

- User initiates to change user name / password
- User is prompted for current password, new password and confirms new password
- New password is accepted

3.2 Enter Proposal

- Enter Proposal when hard-copy of proposal has been received
- User is asked to enter Title sheet (Main details about the proposal like proposal title , brief summary etc).
- Upload the scanned proposal.
- Proposal is submitted.

3.3 View Proposal

- User selects the option of viewing pending or all proposals
- Displays name of each proposal and creation date.
- Select a proposal to view its details

3.4 Enable proposal edit to the Innovator

- User selects the option to view a proposal .
- Displays all the details of the proposal .
- User enable proposal edit to the innovator.
- Displays send mail window with innovator's email id in the To: address.
- Send mail to innovator.

3.5 Print Proposal

- Displays name of each proposal and its details
- Select a proposal to print its details

3.6 Assign proposal(s) to reviewer(s)

- Displays the list of proposal and its available reviewers
- Select reviewer(s) to be assigned to a proposal
- Not reviewer found, inform by mail to TePP Coordinator

3.7 View reviewer(s) comments

- Displays reviewers comment for proposal
- Reviewers comment for a proposal does not exist, send reminder to reviewer

3.8 Prepare assessment-form (/summarize) proposal

- Select a proposal for preparing its summary
- Functionality provided to enter details in prescribed format containing TUC Coordinator, Innovator, Proposal title,
- Also enter details of TUC's assessment of Innovator having Innovator's background , Prior work carried out by innovator on the innovation, Future plans of innovator, Deliverables at the end of project, Tie-up arrangements made for execution , Justification of the costs projected, TUC recommendation, Enclosures (Photograph of innovator, prior work, proof of residence, signed proposal, technology angel's report etc.)
- Save entered details

3.9 Consolidate reviewed proposal to screening committee meeting

- Displays name of each reviewed proposal and its summary
- Select and forward proposals to be discussed in the screening committee meeting

3.10 View, track and edit progress status in accepted project proposal

- Displays name of accepted project proposal and its current progress status
- Select the proposal to change its progress status and save the changes

3.11 Send email

- Communicate to TePP Coordinator, Innovator, Reviewer and other TUC(s)
- Functionality is provided for email address, subject,, message to be send

3.12 Announcements

- Functionality provided to allow user to announce messages to be viewed by all or specific user or specific group
- Creating, editing and deleting of announcements can be done.

3.13 Upload contents

- Functionality provided to allow user to upload content to be viewed by all or specific user or specific group
- Adding and deleting of upload content can be done.

3.14 Recommend reviewer to be part of panel

- Functionality provided to allow user to enter reviewer details
- Send the reviewer details to become part of the panel to administrator
- Reviewer to be approved by administrator

3.15 Prepare documents

- Prepare utilization certificate (UC)/Statement of Expenditure (SE).
- User is asked to download the document format.
- Upload prepared document to the portal.

4. Reviewers

Reviewers will get the following links after login to the portal:

- ◆ Change user password
- ◆ Edit profile
- ◆ **Proposals**
 - View proposal
 - Review proposal

- ◆ **Communications**
 - Send mail to TUC / TePP Coordinator

4.1 Change Password

- User initiates to change user name / password
- User is prompted for current password, new password and confirms new password
- New password is accepted

4.2 Edit Profile

- User initiates to edit profile
- User gets all the profile details with edit option
- User edit and save details

4.3 View Proposal

- User selects the option of viewing pending or all proposals.
- Displays name of each proposal , send for review date , whether reviewed or not etc .
- Select a proposal to view its details.

4.4 Review Proposal

- User selects the option of reviewing one proposal.
- Displays a questionnaire form and enter comments field.
- User fills form and submit it.
- Entered details are saved.

4.5 Send email

- Communicate to TePP Coordinator and other TUC(s)
- Functionality is provided for email address, subject,, message to be send

5. TSC Members

The following are the links provided for TSC Members:

- ◆ Login to portal
- ◆ Change user password
- ◆ Edit profile
- ◆ **Projects**
 - View projects (ongoing/completed)

- ◆ **Financial support**
 - Funds released (project status wise , year wise)
 - Funds to be released (for each project , monthly)

5.1 Change Password

- User initiates to change user name / password
- User is prompted for current password, new password and confirms new password
- New password is accepted

5.2 Edit Profile

- User initiates to edit profile
- User gets all the profile details with edit option
- User edit and save details

5.3 View Projects

- User is initiates to view projects
- User selects options 'View ongoing projects' or 'View completed projects'
- Displays details of the projects according to the selection made.

5.4 View funds released

- User is initiates to view funds released
- Displays details of all projects with fund released to it.

5.5 View funds to be released

- User is initiates to view funds to be released
- Displays funds to be released for each project , funds to be released monthly etc.

6. Administrator

Following are the links provided in the Administrator homepage:

- ◆ Change password
- ◆ Edit profile
- ◆ **User Management**
 - View / Add / Edit / Delete Users
 - View / Add / Edit / Delete Centers
- ◆ **Proposal Management**
 - View / Enter / Edit / Delete proposal
 - Assign permanent proposal code
 - Enter screening committee decision
- ◆ **Project Management**
 - View / Enter / Edit / Delete project
- ◆ **Content Management**
 - Add / Edit / Delete contents
 - Add / Edit / Delete announcements
- ◆ **Communications**
 - Send mail to TUC/ Reviewer(s)/ All users

6.1 Change Password

- User initiates to change user name / password
- User is prompted for current password, new password and confirms new password
- New password is accepted

6.2 Edit profile

- User initiates to edit profile
- User gets all the profile details with edit option
- User edit and save details

6.3 View Users

- Administrator initiates to view users of a particular type (type includes innovator , reviewer , TSC member etc)
- All users of the particular user type are displayed

6.4 Add User

- User initiates to add a user
- User is asked to select the type of user
- User entry form is displayed according to the type of user selected
- User fills the form and submit it
- New user is added

6.5 Edit User

- Administrator selects a user and initiates to edit
- User details are displayed with edit option
- Administrator edits user details and saves it
- New details are entered

6.6 Delete User

- Administrator selects initiates to delete a user
- User is deleted

6.7 View Centers

- Administrator initiates to view centers of a particular type (type includes Outreach center , prototype center etc)
- All centers of the selected type are displayed

6.8 Add Center

- Administrator initiates to add a center
- Administrator is asked to select the type of center
- Center entry form is displayed according to the type of center selected
- User fills the form and submit it
- New center is added

6.9 Edit Center

- Administrator selects a Center and initiates to edit
- Center details are displayed with edit option
- Administrator edits Center details and saves it
- New details are entered

6.10 Delete Center

- Administrator selects initiates to delete a Center
- Center is deleted

6.11 View Proposal

- User initiates to view proposal
- User is asked to select the order in which he/she wants to view submitted proposals like according to date of submission, at each TUC etc.
- Proposals are displayed according to the selection made with edit and delete options.

6.12 Enter Proposal

- User initiates to enter proposal when hard-copy of proposal has been received
- User is asked to enter Title sheet (Main details about the proposal like proposal title , brief summary etc).
- Upload the scanned proposal.
- Proposal is submitted.

6.13 Edit Proposal

- User initiates to edit proposal
- Proposal details are displayed with edit option
- User edits and saves proposal

6.14 Delete Proposal

- User initiates to delete a proposal
- User is asked for the confirmation
- Proposal is deleted

6.15 Assign permanent proposal code

- User initiates to assign permanent proposal code
- User selects a proposal and assign permanent code to it. (*note* : On assigning permanent code, proposal becomes accepted)
- Permanent code is saved

6.16 Enter screening committee decision

- User initiates to enter committee decision
- User enters committee decision against proposals
- Entered details are saved.

6.17 View Projects

- User initiates to view project
- User is asked to select the order in which he/she wants to view projects like according to date of acceptance, at each TUC etc.
- Projects are displayed according to the selection made with edit and delete options.

6.18 Enter Project

- User initiates to enter project
- User is asked to enter Title sheet (Main details about the project like project title , brief summary etc).
- Upload the scanned project.
- project is submitted.

6.19 Edit Project

- User initiates to edit project
- Project details are displayed with edit option
- User edits and saves projects

6.20 Delete Project

- User initiates to delete a project
- User is asked for the confirmation
- project is deleted

6.21 Add / Edit / Delete Contents

- Functionality provided to allow user to upload content to be viewed by all or specific user or specific group
- Adding and deleting of upload content can be done.

6.22 Add / Edit / Delete Announcements

- Functionality provided to allow user to upload announcements
- Adding and deleting of announcements can be done.

6.23 Send mail

- Communicate to TUC(s) , Reviewer(s) , other users
- Functionality is provided for email address, subject,, message to be send

Note : Portal demo can be viewed from the following link

<http://ekalavya.it.iitb.ac.in/tepp/teppdemo/index.html>