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# Rate Chart

<table>
<thead>
<tr>
<th>Role</th>
<th>Rate</th>
<th>Additional Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student</td>
<td>₹1000 per year</td>
<td>Approval of your Guide is necessary.</td>
</tr>
<tr>
<td>Institute Employee</td>
<td>₹1000 per year</td>
<td>You must have a shell account before applying.</td>
</tr>
<tr>
<td>Post Doc</td>
<td>₹1000 per month</td>
<td>1. Approval of your Guide is necessary.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2. You must have a shell account before applying.</td>
</tr>
<tr>
<td>Project Employee</td>
<td>₹1000 per month</td>
<td>1. Approval of your Guide is necessary.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2. You must have a shell account before applying.</td>
</tr>
</tbody>
</table>
Applying for user account

Users should apply for account and their Guides should recommend such applications using this portal. No recommendation is required for Institute Employees. For Users as well as Guides, this is a three step process.

**For Users**
1) Login
2) Create profile (one time)
3) Apply for account

**For Guides**
1) Login
2) Create profile (one time)
3) Review applications from your group.

**Step 1: Login**

![Login Interface]

The credentials are same as your email credentials.
Step 2: Create Profile
When you login, your Name and PF/Roll no are automatically fetched from database. You only need to fill in your Status, and your Recommender's detail, and optionally your contact number.

Note: Institute Employees do not need to fill Recommender's detail section

By default Students will land on Account Apply page, and Institute Employees will land on Application Review page.
Step 3: Apply
By default, Students will land on this page after login.

1) Upload a proposal in the given format (PDF and less than 2MB).
2) Select which cluster and and type.
3) Apply, verify and Confirm.

You can view current status of applications in Dashboard section.
Step 4: Application Review (For Guides)

By default, **Institute Employees** will land on this page. Please go through the application details, fill in project details and click on **Recommend** or **Decline** on each application.

If you want your student to do pay on their own or get reimbursed from contingency, please select "Self Payment" in "Project No."

The project numbers that you type fill be saved and suggested on other applications.