



# Welcome to Electronic Project Proposal Management System (ePPMS)

## (Referee Help Manual)

Electronic Project Proposal Management System is developed for automation of project proposals submitted to DRDO under its various schemes by a Principal Investigator (PI) along with his/her CO-PIs.

This documents help manual is exclusively designed for referees at DRDO evaluating proposals submitted to DRDO. The online process is depicted below along with screenshots for ready reference.

## 1. Dashboard

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1. Kindly visit [www.drdo.gov.in](http://www.drdo.gov.in)
2. Click on 'Outreach' menu in the top menu bar.
3. Under that, click on the last link titled 'ePPMS'. This will take you to ePPMS website. Kindly verify link in browser as 'https://academyresearch.drdo.gov.in/DRDO'
4. On the top right corner, click on a flashing 'Login/Signup' icon. A login page pops-up.

Note: You may enable pop-ups from this website in your browser for accessing full features of the website.

5. Log into the system using your secure credentials. (After Successfully Login in system following Screen open)

The screenshot shows the DRDO web portal interface. At the top, there is a navigation bar with a home icon, a menu icon, and a welcome message: "Welcome Prof. Amit Kr. Saini". The main header features the DRDO logo and the text "Defence Research & Development Organization", "Ministry of Defence", and "Government of India". Below the header, there are two tabs: "Pending For Evaluation" (selected) and "Archive". The main content area displays three data tiles:

- Proposals:** Title "Scheme-wise Pending Proposals", content "No data".
- Monitoring Reports:** Title "Scheme-wise Pending Monitoring Reports", content "No data".
- Closure Reports:** Title "Scheme-wise Pending Closure Reports", content "No data".

At the bottom, there is a footer with the text "Designed, Developed and Maintained by" and the CDAC logo (Centre for Development of Advanced Computing). The CDAC logo includes the text "सी डेक" and "प्रगत संगणन विकास केंद्र" (Pragat Sangnan Vikas Kendra).

6. Various tabs made available are:
  - I. Pending for evaluation
  - II. Archive
- I. **Under Pending for evaluation tab, following tiles are provided:** On click Pending for evaluation tab following tiles display to Referee and corresponding image given below.
  - II. Proposals
  - III. Monitoring Reports
  - IV. Closure Reports

- I. **Proposals tiles:** In this section referee will click on proposals link and open new window where referee find pending proposal for evaluation and image screen given below

The screenshot shows the web application interface for the Defence Research & Development Organization (DRDO). The header includes the DRDO logo, the organization's name, and the Ministry of Defence, Government of India. The main heading is "PROPOSAL EVALUATION".

**NOTE:**  
Please click on the File No. to view/download the complete proposal.  
Please ensure that your popup windows are not blocked. If so, kindly [Click Here](#) to view the guidelines to unblock them  
[Click Here](#) to view the guidelines for evaluation

Search:

[Download all Proposals](#) [Archived Proposals](#)

| File No                            | Investigator | Sub Domain | Project Title | Assign Date | Status |  |  |  |
|------------------------------------|--------------|------------|---------------|-------------|--------|--|--|--|
| <a href="#">Archived Proposals</a> |              |            |               |             |        |  |  |  |

**NOTE:**  
New Proposal Assigned After Your Last Evaluation.

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- II. **Monitoring Reports tiles:** In this section referee will click on Monitoring link and open new window where referee find Monitoring pending proposal for evaluation and image screen given below.

The screenshot shows the web application interface for the Defence Research & Development Organization (DRDO). The header includes the DRDO logo, the text "Defence Research & Development Organization", "Ministry of Defence", and "Government of India". The user is logged in as "Prof. Amit Kr. Saini". The main section is titled "MONITORING REPORT EVALUATION".

**NOTE:**  
Please click on the File No. to view/download the complete proposal.  
Please ensure that your popup windows are not blocked. If so, kindly [Click Here](#) to view the guidelines to unblock them

Search:

[Archived Monitoring Report](#)

| File No | Investigator | Sub Domain | Project Title | Assign Date | Status |  |  |  |  |
|---------|--------------|------------|---------------|-------------|--------|--|--|--|--|
|         |              |            |               |             |        |  |  |  |  |

[Archived Monitoring Report](#)

**NOTE:**  
New Monitoring Report Assigned After Your Last Evaluation.

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- III. **Closure Report Evaluation tiles:** In this section referee will click on Closure Report link and open new window where referee find Closure Report proposal for evaluation and image screen given below.

The screenshot shows the DRDO CLOSURE REPORT EVALUATION web interface. At the top, there is a header with the DRDO logo, the text "Defence Research & Development Organization", "Ministry of Defence", and "Government of India". Below the header, the title "CLOSURE REPORT EVALUATION" is displayed. A green box contains a note: "NOTE: Please click on the File No. to view/download the complete proposal. Please ensure that your popup windows are not blocked. If so, kindly [Click Here](#) to view the guidelines to unblock them". Below the note is a search bar. To the right of the search bar is a link "Archived Closure Report". Below the search bar is a table with the following columns: File No, Investigator, Sub Domain, Project Title, Assign Date, Status, and three empty columns. Below the table is another link "Archived Closure Report". Below the table is another green box with a note: "NOTE: **New** Closure Report Assigned After Your Last Evaluation." At the bottom of the page, there is a footer with the text "Designed, Developed and Maintained by CDAC" and "प्रगत संगणन विकास केंद्र CENTRE FOR DEVELOPMENT OF ADVANCED COMPUTING".

- I. **Under Archive tab, following tiles are provided:** On click Pending for evaluation tab following tiles display to Referee and corresponding image given below.

- I. Proposals
- II. Monitoring Reports
- III. Closure Reports

- I. **Proposals tiles:** In this section referee will click on proposals link and open new window where referee find archive proposal , view comments and image screen given below

Menu

Welcome Prof. Amit Kr. Saini

**DRDO**  
Defence Research & Development Organization  
Ministry of Defence  
Government of India

**ARCHIVED EVALUATION**

Search:

[Click here to view proposal for evaluation](#)

| S.No. | File No. | Investigator   | Domain                                  | Sub Domain                              | Project Title   | Reviewed On          | Status  | View Comments        |
|-------|----------|----------------|---|---|---|----------------------|---|----------------------|
| 1     |          | Honey John     | Interdisciplinary Science & Engineering | Interdisciplinary Science & Engineering | Tailoring the facets and crystal planes of TiO <sub>2</sub> and ZnO for photocatalytic applications                         | 08-Mar-2018 17:24 PM | <span style="color: green;">●</span> <span style="color: red;">↻</span> | <a href="#">View</a> |
| 2     |          | Rajender Kumar | Chemical Sciences                       | Chemical Sciences                       | Functional Variants of Mussel Inspired Biomaterial Surfaces: Effect of Surface Functional Groups on Antibiofilm Properties. | 08-Mar-2018 17:24 PM | <span style="color: green;">●</span> <span style="color: red;">↻</span> | <a href="#">View</a> |

[Click here to view proposal for evaluation](#)

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**PPMS**

- II. **Monitoring Reports tiles:** In this section referee will click on Monitoring link and open new window where referee find Monitoring pending proposal for evaluation and image screen given below.

The screenshot displays the DRDO web portal interface. At the top, the header includes the DRDO logo, the text "Defence Research & Development Organization", "Ministry of Defence", and "Government of India". The user is logged in as "Prof. Amit Kr. Saini". The main content area is titled "ARCHIVED EVALUATION" and features a search bar. Below the search bar, there are two links: "Click here to view Monitoring Report for evaluation". A table is present with the following columns: S.No., File No., Investigator, Domain, Sub Domain, Project Title, Reviewed On, Status, View Comments, and View Monitoring Report. The table is currently empty. At the bottom of the page, there is a footer with the text "Designed, Developed and Maintained by CDAC" and "प्रगत संगणन विकास केंद्र CENTRE FOR DEVELOPMENT OF ADVANCED COMPUTING", along with the ePPMS logo.

- III. **Closure Report Evaluation tiles:** In this section referee will click on Closure Report link and open new window where referee find Closure Report proposal for evaluation and image screen given below.

The screenshot displays the DRDO web portal interface. At the top, there is a navigation bar with a home icon, a menu icon, and a user profile section that says "Welcome Prof. Amit Kr. Saini". The main header features the DRDO logo on the left and the text "Defence Research & Development Organization" followed by "Ministry of Defence" and "Government of India". Below the header, the section is titled "ARCHIVED EVALUATION". A search bar is present with the label "Search:". Below the search bar, there are two links: "Click here to view Closure Report for evaluation". A table with the following columns is shown: S.No., File No., Investigator, Domain, Sub Domain, Project Title, Reviewed On, Status, View Comments, and View Closure Report. Below the table, there is another link: "Click here to view Closure Report for evaluation". The footer contains the text "Designed, Developed and Maintained by" followed by the CDAC logo and the text "प्रगत संगणन विकास केंद्र" and "CENTRE FOR DEVELOPMENT OF ADVANCED COMPUTING". On the right side of the footer, there is a logo for "e-PMO".