

## Updates in R&D Portal by PI

Login with the PI-IITI login Credentials in the R&D Portal by clicking at the Faculty Login tab

Details may be updated as applicable with pertaining to

- 1) Sponsored Projects
- 2) Consultancy Project
- 3) Workshops/Conferences
- 4) Short term Courses/CEP
- 5) Seminars
- 6) Patents
- 7) Others

- 1) On receipt of New Sponsored Project sanction approval, PI may enter the details and upload the sanction order.
- 2) On receipt of the new sanction proposal of Consultancy Project, PI may enter the details and upload the proposal in the Portal, at the time of disbursement of Consultancy Project it may kindly be ensured that required updation is complete in R&D Portal.

Creation and linking of google sheet by R&D section in the R&D Portal for verification of financial transaction details and the same is accessible to the PI. Google sheet is updated as and when transaction occurs which is related to the project expenses.

Verification of google sheet by PI

(If any changes required it may be suggested, lest the Google sheet will be freed)

Preparation of UC/SoE at the end of the financial year/  
on completion of the project