#### **Instruction for Online Application Submission**

- 1. Applicants may refer SIRO guidelines at <a href="https://dsir.gov.in/#files/12plan/bird-crf/siro.html">https://dsir.gov.in/#files/12plan/bird-crf/siro.html</a> for the scheme details.
- 2. For Online Applications, applicants are advised to keep required information and documents ready for upload. Form fields of the applications are mentioned below this document for ready reference.
- 3. For submission, the applicant shall be taken to the service plus portal at https://serviceonline.gov.in/dbt
- 4. The applicant shall first have to register for accessing the schemes on the service plus portal.
- 5. For the SIRO scheme, applicants are required to register in the name of the organization. Applicant organization name should preferably be the parent Legal entity with the research achievements of all the institutions operating under the legal entity and the recognition is valid for all.
- 6. After registering, the applicant organization can log in with the registered login credentials.
- 7. After log in, SIRO scheme can be reached through Apply for Services --> View all Available services --> SIRO (Search SIRO for quick access)
- 8. After submission, the applicant organization will receive an Acknowledgement receipt where it will have the Application Reference Number (App Ref No.).
- 9. Applicant may check the application status as: Login --> View Application status --> Track Application status --> App Ref No. --> Get Data.
- 10. It's advisable to keep saving data by clicking on DRAFT while filling the form.
- 11. Once it saves in Draft, applicant will get a pop-up notifying App Ref No.
- 12. This App Ref No. will be used to further track the Draft Application as: View status of Application --> View Incomplete Application.
- 13. Applicants can manage the profile after registering.
- 14. The applicant is required to fill all the required fields and upload all the relevant documents.
- 15. Applicants are advised to observe patience as draft saving/submission may take little time on many occasions.
- 16. The auto-fill fields have to be clicked for proper insertion.
- 17. All attachments to the online applications must be in the .pdf file format only.
- 18. DSIR reserves the right to summarily reject the application at any stage, if it is convinced that the application is not properly filled or the relevant information is not provided.
- 19. For any queries regarding the submission of online proposals under SIRO, please write to: <a href="mailto:query-siro@gov.in">query-siro@gov.in</a>
- 20. Form fields of the applications are appended below.

Language

#### Government of India

## Ministry of Science and Technology

## Department of Scientific and Industrial Research

Technology Bhavan, New Mehrauli Road New Delhi - 110 016

# **Scientific And Industrial Research Organization - SIRO**

. Application is for	(a) Fresh Recognition	•
. Name and address of the Organizat	ion	
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2.5 List of independent Institutions under the organize Society/Trust etc. )	zation ( e.g. different colleges under educational
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3.1 SIRO R&D Center(s)		
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2 Name of the officer-in-charge of the Laboratory/ R&D enter(s) *		
3 Designation of the officer-in-charge of the Laboratory/ R&D enter(s) *		
4 Address of the officer-in-charge of the Laboratory/ R&D enter(s) *		
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MOA,AOA / Trust Deed etc * ②	Additional doc
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Annual Reports of last 3 years * ②	Additional doc
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5. Research Undertaken	
5.1 Objectives of Research being taken *	
5.2 Whether objective of undertaking of research specified in MOA/AA/Trust deed ? *	Please Select 🕶

.1 Sources of income of the organ	zation *	
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6.2 List of 10 major donors a	long with the donation a	mount in lakhs * 🥝
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Letter / University approval	as Research Centre , ethi	cal and any other applicable approval(s)
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Upload above mentioned Approvals 🕝	

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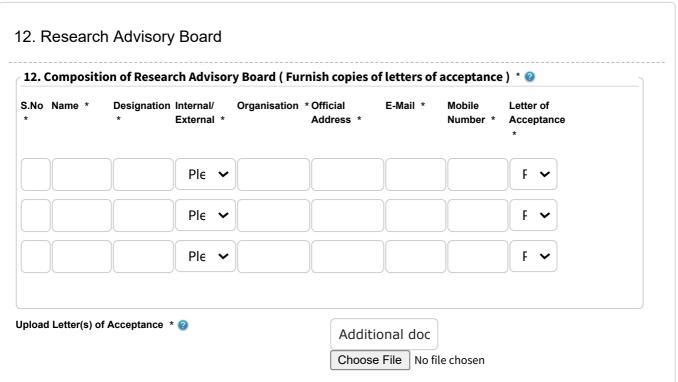
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13. Staff engaged in Research	

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7.10. Collaborations/ Awards and Recognitions (Both National and International Awards)	
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