

## Guidelines for filling online application

### **New Registration**

1. It is mandatory for a person to register himself/herself for the first time. Follow the steps given below to register.
  - a) Click on the link '**Don't have an account? Click to Register**'.
  - b) Enter the First Name, Last Name and mobile number. Then click on '**Proceed**'.
  - c) Enter OTP received on your mobile and then click on '**Submit**'.
  - d) Fill the rest of the registration form.
  - e) **Note down your LoginID and Password for further use.**

### **New Nomination**

2. Login with your loginID and password. Choose any one of the following options:-
  - a) Nominate yourself.
  - b) Nominate someone else.
  - c) Nominate Institution.
3. Some fields would be automatically filled up with details provided earlier during registration.

### **Nominating yourself**

4. The application has four parts. Fill details asked in all the four parts.
  - a) **Nominee (Potential Awardee)**
    - Date of Birth – enter date of birth in dd/mm/yyyy format
    - Father/Spouse – Enter name of father/spouse.
    - Main Area of Expertise- Select main Main Area of Expertise.
    - Other Area of Expertise - Select one or more areas by pressing ctrl key from the given options.
    - Earlier Awards- Enter details of maximum two most important awards received earlier.

- Click on **'Save & Next'**

**b) Citation, Written by Nominator.** On the next screen fill the reason for nomination. Please don't use copy and paste for filling up citation. For each subsection, adhere to the prescribed word limit.

- **Justification** (Work done in anyone or more are of expertise viz. Prevention, Mitigation, Preparedness, Rescue, Response, Relief, Rehabilitation, Research, Innovations or Early Warning)
- **Precedence & Innovation** (Indicate whether this is original work, improvement or replication of existing initiatives elsewhere)
- **Scale of work** (Indicate the geographical extent of the work like local/regional/state/national/international)
- **Impact/Sustainability** (Indicate the magnitude of effect on people and society and whether the initiatives are sustainable in long run)
- **Peer Recognition** (Indicate the measure of standing within peer group. Membership of professional bodies/ institutes in the area of work along with details of posts held if any may also be indicated)
- Since the portal has **10 minutes** of time out, please save your changes frequently by clicking on **"Save Citation"**.
- Click on **'Save & Next'**

**c) Upload Document and Photo**

- Upload the Nominee Photo (max 300kb)
- Upload supporting documents in a single pdf file (max 5 MB).
- Click on **'Save as draft'**

**d) Details of Referee**

- Fill up details of two referees.
- The Screening committee/ Jury may approach the referees to verify the application. Please make sure the contact details are current and valid.
- Click on **'Save as draft'** in case you are not yet ready to submit the application.
- For editing the filled data use **'Edit your Nomination'** option.

- On completion, click on **'Final Submission'**. You will receive confirmation as a popup message with nomination ID . After this application cannot be edited.
- Referees will be sent a notification on their registered email accounts.

### **Nominating Someone Else**

5. Select this option, to nominate someone other than yourself. Remaining steps are same as above.

### **Nominating Institution**

6. This option should be used to nominate institutions. Remaining steps are same as above. Photograph of Head of Institution should be uploaded in the **'Upload photo'** option.

### **Edit Your Nomination**

7. Please save your work frequently to avoid losing filled details by clicking on **'Save Draft'**. Saved draft application can be edited till final submission. To edit any previously filled details before final submission , click **'Edit Your Nomination'**.

**Note:** Portal is best compatible with **Google Chrome** browser.

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