Overview
Registration
Process for Preliminary Application
Process for Full Application
Role of Participants
Role of Signatories/Submission process
The **IASys** is the India Alliance's online application submission system. It is mandatory for applicants to submit their applications via IASys system.

This user guide provides detailed instructions on using the **IASys**. It includes description of various steps involved in the application process and the stakeholders associated with it. Please follow the directions and Illustrations for a better understanding of the IASys.

| Registration  | • How to register as a user on IASys  
<table>
<thead>
<tr>
<th></th>
<th>• How to manage the IASys account</th>
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</table>
| Application process | • How to create and manage Application  
|              | • Process of Preliminary Application  
|              | • Process of Full Application  
|              | • How to submit an Application |
| Responsibilities of participants/roles on Application | • How to confirm participation on application  
| | • How to submit letters of support |
Roles on Application

- **Lead Applicant**
  - Responsible for submitting application to the Fellowship Supervisor (FS)
  - FS submits application to the India Alliance

- **Fellowship Supervisor**

- **Sponsor**
  - Responsible for submitting application to the Sponsor
  - Sponsor submits application to the India Alliance

- **External Sponsor**

- **Mentor**

- **Collaborator**

Role of Lead Applicant

1. **Registration**
   - Create account
   - Update CV details

2. **Create Preliminary Application**
   - Complete the Application form
   - Coordinate with participants

3. **Manage Full Application (if shortlisted by India Alliance)**
   - Complete the Application form
   - Coordinate with participants

- **Early Career Fellowship**
  - Responsible for submitting application to the Fellowship Supervisor (FS)
  - FS submits application to the India Alliance

- **Intermediate Fellowship**
  - Responsible for submitting application to the Sponsor
  - Sponsor submits application to the India Alliance

- **Senior Fellowship**
  - Responsible for submitting application to the Sponsor
  - Sponsor submits application to the India Alliance
Registration is a one-time process done at the time of accessing IASys for the first time, usually at the time of making a preliminary application. **Only registered users of the system can apply for grants.**

- You will use the **email address** to register with IASys to identify yourself to the system when logging in.
- The system will use this email address for all correspondence, so it is preferable to choose an address you use regularly.
Once you register, an email will be sent to you to allow you to confirm the registration and log in for the first time.

Do not worry if you move to a new email address in the future – you can change your registered IASys email address if you need to.

If you are a grant holder, or if you have previously contributed to an application or review, your email address may already be registered. The system will detect this automatically and will invite you to log in without needing to re-register.

Basic information page: Fill in the requested information, move to the next step.

Accept and Submit
The system allows you to store the answers to security questions to assist the secure retrieval of your password if you ever forget it.

**Forgotten Password**

- If you forget your password, you click the **Forgotten Password?** link on the Registration and Login Page, and ask for a replacement password to be sent to you by email.
- This replacement password gives temporary access to the system, during which time you will be asked to provide a new, permanent password.

**Account Lock-Out**

- Persistent use of an incorrect password will lock your account; this is to protect you from attempts to access your data by a third party. If this happens you can request a **new password via the ‘Forgotten password’ function.**

### How to manage the IASys account

**IASys - India Alliance System**

- **Manage My Details:** Use this section of the account to modify the following
  - **Basic Information**
  - **CV**
  - **Email address**
  - **Password**
  - **Security question**

**Contact us:**

- If your query is not answered in these notes you may email us by selecting the **Contact Us** link within the Grant Application System.
- If you are experiencing any technical problems please use the same link. We will endeavour to answer all queries within 3 working days.
All the India Alliance Fellowships follow a two stage application process

<table>
<thead>
<tr>
<th>Fellowship</th>
<th>Preliminary Application</th>
<th>Full Application</th>
</tr>
</thead>
<tbody>
<tr>
<td>Early Career</td>
<td>•</td>
<td>• Full Application</td>
</tr>
<tr>
<td>Intermediate</td>
<td>•</td>
<td>• Full Application</td>
</tr>
<tr>
<td>Senior</td>
<td>•</td>
<td>• Full Application</td>
</tr>
</tbody>
</table>

**Process for Preliminary Application**

The first time you login using your email and password, you will see the IASys Welcome page. It is your starting point to create applications, or to update your details. It is also where if awarded, as a grant holder, you can manage your award.

Applicants must first complete their CVs in My Details section. The CVs are automatically mapped to an application form. Please note that you cannot change details of your CV from within an application. If you wish to edit your CV while filling in your application you will have to exit the application and make the changes via the “My Details” link.
Manage My details – update CV

Create Application

• You can create a new application from the link on the home page, or by clicking on the My Applications screen, which displays all grant applications, and their statuses.
All the grant rounds currently open are listed. The More info link returns a description of the grant round. Clicking Apply allows you to create an application form. Clicking Apply for the open round will take you to the Introduction page, describing the mandate, provisions and policies pertaining to the Intermediate Fellowship/Early Career Fellowship/Senior Fellowship as applicable.
• **The sections of the application form are listed as a menu down the left-hand side of the screen.** Each section of this menu must be completed.

• **System help:** There is a button at the bottom left of each page, provides guidance

  • **Previous and Next** : You can move from page to page using the PREVIOUS and NEXT buttons, or using the menu on the left-hand side. When you move from one page to other, the information entered on the previous page is saved automatically.

  • **Save and Close:** These buttons can be used to save your work before you log out of the system. This will save all the information entered till that point and take you back to grant summary page. You can save and return to the application form as often as you like.

  • The system will prevent your co-applicants accessing your application at the same time as you to avoid inadvertently making changes to the same part of the application at the same time and overwriting each other’s work.
If you select an application from the **My Applications** page you can manage it, as per the instructions given.

**The boxes on the Right enable you to:**

- **Edit** the application on return visits.
- **View as a PDF**. This creates a form with your latest edits for you to review or to create a paper copy. The watermark is cleared after a successful submission.
- **Validate** that your application is complete for submission.
- **Submit for approval** – this button is only available when validation has been successfully completed.
- **Delete** if you wish to. Note that this is an irreversible action; the application cannot be recovered after deletion.

**Managing an Application**

The menu items on the Left allow to:

- **Change History** - shows the changes made to the application form, this can be useful for the review of changes made by participants.
- **Journal** - is a notepad function allowing participants to leave messages.
- **Sign-off Status** - reports on the progress of the sign-off process by Sponsor if applicable.

On final submission:

- A grant application number is assigned to the application.
- The application automatically enters the process of competition.
## How to add participants on Preliminary Application

<table>
<thead>
<tr>
<th>Fellowship Type</th>
<th>Instructions</th>
</tr>
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</table>
| Early Career Fellowship  | - Add "Fellowship Supervisor" - provides letter of support  
                           | - Add individual providing “Letter of Recommendation” |
| Intermediate Fellowship  | - Add individual providing “Letter of Recommendation” |
| Senior Fellowship        | - Add individual providing “Letter of Recommendation” |

### Early Career Fellowship

For guidance on adding **Fellowship Supervisor**, please visit [https://youtu.be/-Iq6Qnvx7Zw](https://youtu.be/-Iq6Qnvx7Zw)
Letter of Recommendation section

Early Career Fellowship (ECF)/Intermediate Fellowship (IF) /Senior Fellowship (SF)

For guidance on adding details of the individual(s) providing letter of recommendation, please visit https://youtu.be/MLL1dWaujkE
Monitoring the status of an application

**My Applications**

You have 2 applications awaiting submission.

To view more details or to update an application please select it from the list below.

<table>
<thead>
<tr>
<th>Reference</th>
<th>Title</th>
<th>Last Updated</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>10839</td>
<td>jhk</td>
<td>29/03/2018 06:23:17</td>
<td>Pre-Submission</td>
</tr>
<tr>
<td>10838</td>
<td>[New Application]</td>
<td>28/03/2018 17:01:26</td>
<td>Pre-Submission</td>
</tr>
</tbody>
</table>

**Application Statuses in ‘My Applications’**
Once fully validated, you may submit the preliminary application to the India Alliance. A confirmation email will be sent to you, the Lead Applicant, when submission occurs.

Once submitted to the IA, no further changes are possible on the application without the IA's approval.
• If you are invited to submit a full application, you will be sent an invitation email at the email ID specified in your preliminary application.
• This email will have a clickable link which will automatically take you to your portal and full application form on log in.
• The process for the first three points indicated below, has already been covered under the process for completing a preliminary application.

➢ How to navigate through Application form
➢ Application Summary page: How to manage application
➢ Validation - to check the sections

All the participants selected on a Full Application must provide online confirmation on the application (Details available under “Roles on Application”)

<table>
<thead>
<tr>
<th>Early Career Fellowship</th>
<th>Intermediate Fellowship</th>
<th>Senior Fellowship</th>
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<tbody>
<tr>
<td>Fellowship Supervisor</td>
<td>External Sponsor</td>
<td>-</td>
</tr>
<tr>
<td>External Sponsor</td>
<td>Collaborator</td>
<td>-</td>
</tr>
<tr>
<td>Collaborator</td>
<td>Mentor</td>
<td>-</td>
</tr>
<tr>
<td>Mentor</td>
<td>Sponsor</td>
<td>-</td>
</tr>
<tr>
<td>ECF Sponsor</td>
<td>Supervisor (LOR)</td>
<td>-</td>
</tr>
<tr>
<td>Supervisor (LOR)</td>
<td></td>
<td>-</td>
</tr>
</tbody>
</table>

Details of participants applicable to the Fellowships offered by the India Alliance

➢ For guidance on adding Fellowship Supervisor, please visit https://youtu.be/-lq6Qnvx7Zw
➢ For guidance on adding details of the individual(s) providing letter of recommendation, please visit https://youtu.be/MLL1dWaujkE

➢ Follow the same instructions to add Collaborator, Mentor, External Sponsor, ECF Sponsor and Sponsor.
### Submission of Full Application

<table>
<thead>
<tr>
<th>Early Career Fellowship</th>
<th>Intermediate Fellowship</th>
<th>Senior Fellowship</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Lead Applicant is responsible for submitting the complete application to the Fellowship Supervisor (FS)</td>
<td>• Lead Applicant is responsible for submitting the complete application to the Sponsor</td>
<td>• Lead Applicant is responsible for submitting the completed application to the Sponsor</td>
</tr>
<tr>
<td>• FS submits application to the India Alliance</td>
<td>• Sponsor submits application to the India Alliance</td>
<td>• Sponsor submits application to the India Alliance</td>
</tr>
</tbody>
</table>

Process flow of submission process is given under "Roles of Signatories"
Early Career Fellowship, Intermediate Fellowship & Senior Fellowship

- Confirms role on Application
- Submits a letter of support
Edit option to access the option to attach the letter
View/Print option to view letter

Upload letter
Save and Close
Submit letter
Role of Signatories

Lead Applicant

- Submits Application

Signatory Confirms/ Approves Application

- Sponsor (IF and SF)
- Fellowship (ECF) Supervisor

India Alliance

- Receives Application

Role of Fellowship Supervisor

Early Career Fellowship: Fellowship Supervisor performs the role of a signatory on the Early Career Fellowship Application and performs the following

- Confirms role on the Application
- Fill in the Fellowship Supervisor Section on the form
- Submits a letter of support
- Finally, Approves the Application for submission to the India Alliance

Role of Sponsor

Intermediate Fellowship & Senior Fellowship: Sponsor performs the role of a signatory on the Intermediate and Senior Fellowship Applications and performs the following

- Confirms role on the Application
- Fill in the Fellowship Supervisor Section on the form
- Submits a letter of support
- Finally, Approves the Application for submission to the India Alliance
Step I – Pre-submission
(A) Confirmation of participation

Homepage – Sponsor/FS Account: Application requiring confirmation appears here

My Approval section: Click confirmation link
Summary page: Confirm participation

Confirmation Message: Accept
Step I – (B) Fill in the Sponsor/Fellowship Supervisor section of the form

Edit option to access the Application form:
View/Print option to view Application pdf

Sponsor/Fellowship Supervisor section: completed by the respective signatory as applicable
Submission by Lead Applicant

Approval Message for signatory appears upon submission of Application by Lead Applicant

Sponsor/Fellowship Supervisor receives email : for final approval
Step II – Post-submission (A): Approval of Application

My Approval section of signatory’s account: Awaiting Signatory Approval

Approve Application
Step II – (B): Upload letter of support/Submit

Upload letter and Approve Application for final submission