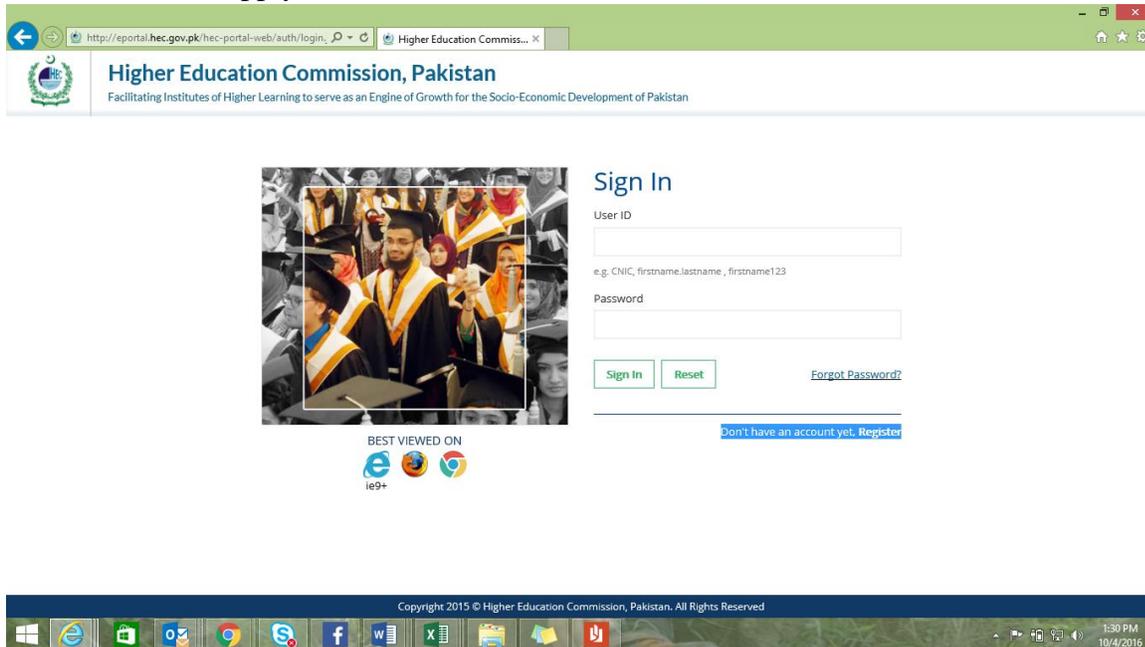


How to Fill Online Application Form NRPU (National Research Program for Universities)

Step 1

1. Click on URL to apply for NRPU : <http://eportal.hec.gov.pk>



Higher Education Commission, Pakistan
Facilitating Institutes of Higher Learning to serve as an Engine of Growth for the Socio-Economic Development of Pakistan

Sign In

User ID

e.g. CNIC, firstname.lastname, firstname123

Password

[Forgot Password?](#)

[Don't have an account yet. Register](#)

BEST VIEWED ON
ie9+

Copyright 2015 © Higher Education Commission, Pakistan. All Rights Reserved

Step 2

- **New Users**
‘Login’ for new users. Fill the available information on page and create profile.
 - It is a new HEC e portal.
 - New user may use an authenticated email ID for future correspondence.
- **‘Sign in’ for already have profile at HEC E Portal**
 - If you already created user ID at HEC eportal, then enter User ID and password and **‘Sign in’**

Step 3 for New Users

- **Registration**
Applicant will register at eportal HEC and fill Common Profile.
 - i. click on ‘Register’ for new users and follow the steps stated below:
 - ii. You will be required to create user ID by using your CNIC (without dashes) as User ID and select your password.
 - iii. Create an Account and fill the required information available on the screen.
 - iv. Click and obtain ‘Mobile Code’ on your provided mobile no. for further process. (Currently, MNC / Ported numbers are not supported)
 - v. After receiving code on your mobile enter the code.
 - vi. Enter your email ID and click Send Code. You will receive a code on your provided email.
 - Applicant will enter a valid email ID.
 - vii. Perform code verification and click on submission. The system will bring to above mentioned screen again with the message stated below:

You have been registered successfully. Please check your email for further information.
 - viii.
 - ix. You will be required enter your created ‘User ID’ & ‘Password’ then **‘Sign in’** on HEC E-portal.

x. System will bring you on following screen.

xi. Principal Investigator (PI)/Co-PI (if any) will be required to complete online profile at eportal.hec.gov.pk which includes following sections (but not limited to following mentioned):

- **Personal Detail** (this section is mandatory to fill out)
- **Contact** (this section is mandatory to fill out)
- **Education** (this section is mandatory to fill out)
- **Employment** (this section is mandatory to fill out)
- **Publication** (PI/CO-PI may fill all or if they desired to fill last 5 years publication as per their desired- system will not push them to fill it mandatory)
- **Project** (this section is mandatory to fill out)

xii. Complete /fill every displayed screen followed by ‘Save’ and then ‘Next’

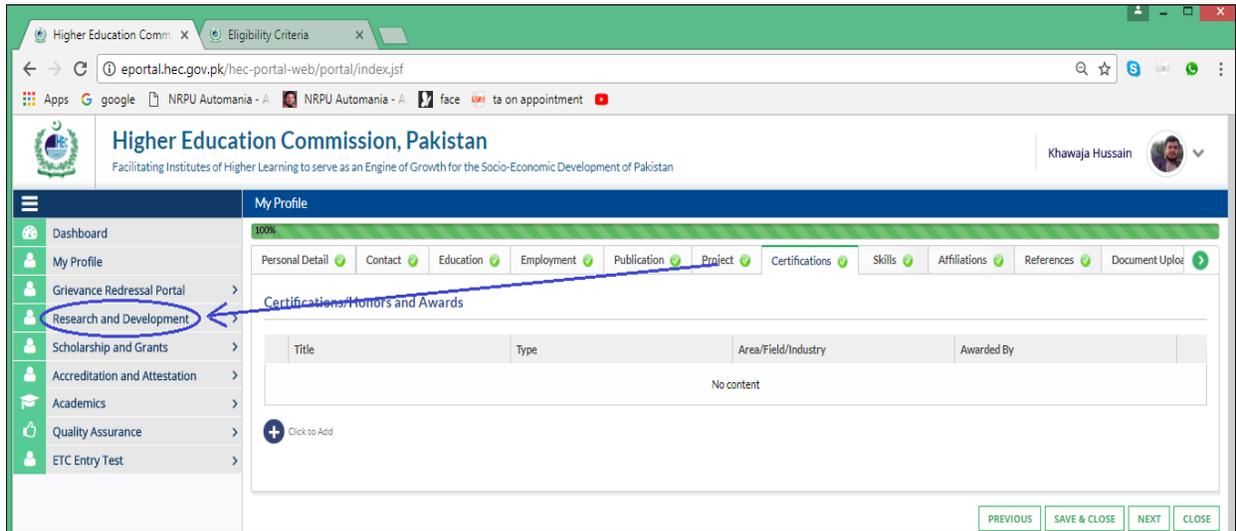
Step 4 for New & Already Register Users

Please read “NRPU” eligibility criteria available on our webpage and review your filled profile (<http://www.hec.gov.pk/english/services/universities/nrpu/Pages/Introduction.aspx>). Please be clear system won’t allow you to proceed further/ apply for NRPU if you are not meeting the basic eligibility criteria as filled by you in ‘Common Profile’ like

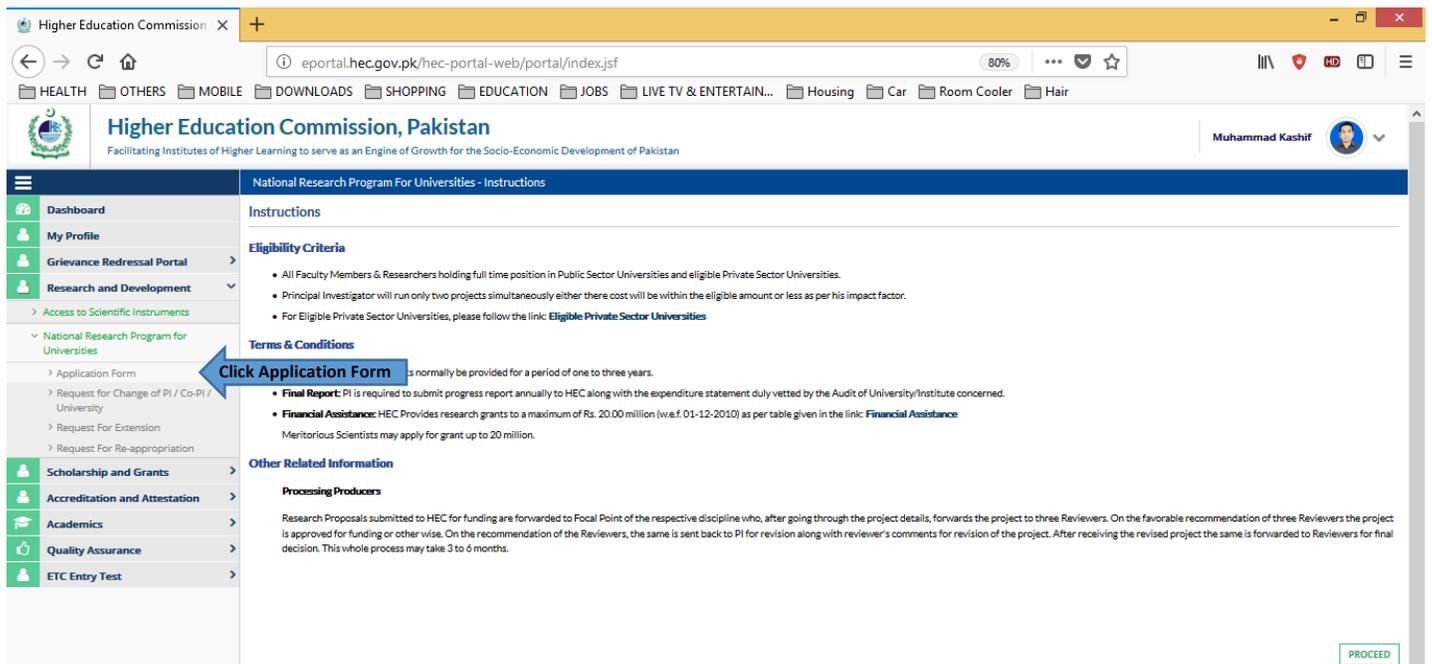
1. The PI has to be a full-time regular faculty member (BPS or TTS) or on contact not less than project life of any public sector university/DAIs or private sector university/DAIs eligible for public funding (list of 29 private sector universities/DAIs is available on HEC-NRPU website).
2. He/she should have an advance academic degree & relevant experience (PhD or M.Phil/MS) and working as academician/researcher but not as administrator.
3. Lecturer; Assistant Professor, Associate Professor, Professor and Meritorious Professor (all on BPS or TTS) or if they are on contract, contact period (duration of contact) must be equal to or more that project life (duration of project).
4. Proposal submitted under NRPU must not be meant for establishment of laboratory or for only development.
5. Period of execution of the Research project should not be exceeding three (03) years.

6. Maximum funding under NRPUS may be up to Rs. 20 million. However, the permissible limit for funding is linked with a cumulative Impact Factor of the PI.
7. PI can execute or submit maximum only two (2) research projects simultaneously under any of HEC funded research grant programs either under NRPUS or UITSP or TDF or TRGP or Pak-US etc. (either ongoing, submitted, under review, etc.).
8. If a university teacher is working as PI or Co-PI in more than one project, he/she may get only one month's Initial Basic Pay under any one of his/her project as honorarium.

Click **‘Research and Development’** on left ‘Navigation’.



- i. Click **‘National Research Program for Universities’** and option **‘Application Form’**
- ii. Read “Instructions” and click “Proceed” button at right-bottom of the page.
- iii. If you are fulfilling the eligibility (Eligibility Detail available on our webpage), the system will allow the PI to enter the NRPUS application form. If the PI doesn’t fill the eligibility criteria, an appropriate message will be displayed (Ineligibility message).
- iv. Principal Investigator will fill the application form (Application form Screen Details) and provide all the necessary details required.



Step 5 for NRP Form:

Note: Please note that, there is limit of 20 minutes to save your data for each tab. This is for security reason. Therefore try to complete Tab before 20 minutes.

Tip: If filling any tab taking more than 20 minutes, download [application form](#) from our [website](#) fill it first and then copy paste during filling online form to save your time and efforts.

Cover Sheet

- Fill all field mandatory highlighted with Asterisk “*”.

The screenshot shows the 'Cover Sheet' tab of the application form. The form includes the following fields:

- Select Campus*: Main Campus
- Select Department*: Computer Science
- Title of Proposed Research*: Network Security
- Proposed Start Date*: 1 November 2017
- Proposed End Date*: 1 November 2020
- Duration (in Months): 36
- Nature of Proposed Research Type*: Basic
- Domain of Research Group*: Engineering & Physical Sciences
- Discipline of Proposed Research*: Physical Sciences
- Major Field of Proposed Research*: Networks & Communications
- Minor Field of Proposed Research*: Network Security
- Specialization*: Network Security
- Cumulative Impact Factor of PI*: 40.00

Below the form is the 'Project Digest' section, which includes a text area for describing the proposed research (max 200 words) and a field for keywords (comma-separated).

- If you have CO-PI in your project than please ask him to register himself at <http://eportal.hec.gov.pk>
 - When he complete his/her profile, please enter his/her CNIC, Email or Phone no. he/she provided in his/her profile.

The screenshot shows the 'Co-PI Details' section of the application form. It includes the following fields and options:

- Do you have a Co-PI? Yes No
- Has you already been registered in eportal, if not please register in eportal.
- Search Co-PI By: CNIC Email Phone
- Enter CNIC: 1730102023305
- SEARCH and RESET buttons
- Table with columns: Name, Position, Department, University, Highest Degree, CNIC, Cell, Email. The table is currently empty with 'No content' displayed.
- ADD SELECTED TO LIST button
- Project & Publication Summary section, which includes a table for the number of research projects completed:

Basic	Applied
0	0

- Please enter total number (count) of your ongoing, complete and under Review/applied projects under NRPU with project no.
 - Please contact muhkashif@hec.gov.pk; adhussain@hec.gov.pk; fdanjum@hec.gov.pk if you are entering correct information but system stop you.

Please note that the information which you will provide in the section below should be accurate and complete. In case of any confusion, please contact NRPU project administrator. Any discrepancy found at any later stage will result in rejection of application, disqualification of projects or other possible legal consequences.

NRPU Projects Count as PI:

Completed*	3
Ongoing	1
Under-Review/Applied	0

NRPU Project Numbers/IDs as PI (comma-separated):

Completed	345, 453, 1234
Ongoing	2345
Under-Review/Applied	

NRPU Projects Count as Co-PI:

Completed	3
Ongoing	2
Under-Review/Applied	1

NRPU Project Numbers/IDs as Co-PI (comma-separated):

Completed	23, 2324, 3432
Ongoing	2343, 4322
Under-Review/Applied	7687

Count of HEC Projects other than NRPU and SRGP(Startup Research Grant)

Projects Number/IDs of HEC Projects other than NRPU and SRGP(Startup Research Grant)(comma-separated)

Projects Count Summary Other Than NRPU

Completed	Ongoing	Under-Review/Applied
0	0	0

Number of Publications during last 5 years

National	International
0	0

SAVE & CLOSE NEXT CLOSE

- After filling information in all mandatory fields, please click 'NEXT'.

Collaborating Organizations Tab:

- Identify complementarity and/or justify the need for collaboration.
- Clearly identify the part/s of research that will be carried out in the participating laboratory.
- Include a letter from collaborating partner/agency expressing willingness to collaborate.
- Mention cost sharing by collaborating institution/s.

Facilities and Funding Tab:

- Fill, Equipment(s) available in your University under Research Project;
 - Equipment list are available at dropdown box that are already provided to your university under this program. Please check them here before demanding.
- Fill, Equipment(s) already available with PI (you) in his/her Lab
- Fill, Equipment(s) required by you for this project.
- Fill, Please List Already Available Scientific Personnel
- Fill, Please List Required Scientific Personnel

Equipment(s) available in your University under Research Project

Search Equipment(s) available in your University: ABI-3100 Genetic Analyzer

Equipment(s) already available with PI in his/her Lab

Equipment Name	Count
Computer	1

Equipment(s) required by you under Research Project

Equipment Name	Count
Laptop with Scanner and Printer	1

Please List Already Available Scientific Personnel

Type	Name	Email	Contact
MS/Mphil Student	Muhammad Kashif	muhkashif@hec.gov.pk	03149037825

Please List Required Scientific Personnel

Type	Year/Duration	Count
MS/Mphil Student	Year2	1
PhD Student	Year3	1

Other funding available for the proposed studies (if any - max 60 words)

Budget 1 Tab

- Give PI designation and time devoted to this project in percentage 1 – 100.
 - Honorarium will be automatically calculated by system.
- If you have CO-PI in this project give his designation and time devoted.
 - Honorarium will be automatically calculated by system.
- Enter devoted time of students
 - Studentship will automatically be calculated by system.
- Enter Justification for permanent equipment you demanded at “Facilities and Funding” Tab.
- Try to fill all information before 20 minutes. Click Next

Budget

PI Honorarium

Name	Select Designation	% Time Devoted to the Project	Year 1	Year 2	Year 3	Amount
Muhammad Kashif	Professor	50.00	76,720.00	76,720.00	76,720.00	230,160.00
PI Honorarium Sub-Total:						230,160.00

Co-PI Honorarium

Name	Select Designation	% Time Devoted to the Project	Amount
No content			
Co-PI Honorarium Sub-Total:			0.00

Studentship

S/No	No of Student Required	Select Qualification	% Time Devoted to the Project	Year 1	Year 2	Year 3	Amount
1	1	MS/Mphil	100.00	240,000.00	240,000.00		480,000
2	1	PhD	100.00	300,000.00	300,000.00	300,000.00	900,000
Studentship Sub-Total:							1,380,000.00

Permanent Equipment (Please attach invoice/quotation and expected delivery date for items costing Rs.0.1 million or above).

Name	Justification	Year1	Year2	Year3	Amount
Laptop with Scanner and Printer	To keep record	60,000.00	0.00	0.00	60,000.00
Permanent Equipment Sub-Total:					60,000.00

Budget 2 Tab

- Fill, Expendable supplies (year wise quantity with full justification)
- Fill, Literature, documentation, information, online literature search, postage, etc.
 - Journal Publication Fee/Online Material : Rs.50,000 (max)
- Fill, Stationary/Contingencies : Max Rs.10,000/year

Budget 3 Tab

- Please give detail of your Local Travel (Destination and purpose with full justification for each year.
- Max 0.2 million (02 lac) allowed per Year
- Please note that there is separate tab for every year.
- Please enter miscellaneous field if you required any other thing that cannot be entered in above categories.
- Please enter Secretariat Staff : Max Rs.18,000/year
- For Indirect Cost, select ORIC is established in your university or not.
- Before clicking next please Click “Refresh Calculation” button. Try to fill all information before 20 minutes. Click Next”

Higher Education Commission

eportal.hec.gov.pk/hec-portal-web/portal/index.jsf

HEALTH OTHERS MOBILE DOWNLOADS SHOPPING EDUCATION JOBS LIVE TV & ENTERTAIN... Housing Car Room Cooler Hair

Expert Secretariat Total	0.00
Revised Secretariat Total	

Indirect Cost

Select	Amount
ORIC NOT established at university	33,403.20

Indirect Cost Sub-Total	33,403.20
Expert Indirect Cost Total	0.00
Revised Indirect cost total	

Grand Total

Proposed Grand Total	PKR 1,703,563
Expert Grand Total	PKR 0
Revised Grand Total	PKR 0
Share of Collaborative Organizations	0.00

Kindly select "Refresh Calculation" before click on "Next" or "Save and Close"

REFRESH CALCULATION

PREVIOUS SAVE & CLOSE NEXT CLOSE

Copyright 2017 © Higher Education Commission, Pakistan. All Rights Reserved

ENG 12:59 PM

Miscellaneous Tab

- Check/Click “Proposed research will contribute to the following national economy/social sectors”
- Read and answer of miscellaneous questions.
 - Some data system fetch from your profile and some need to be enter here/manually.

Upload Project Proposal Form and Application Form

- Please give Turnitin Similarity Index (%): Don't type percentage symbol just enter number like “6”.
- Click “Save Turnitin Similarity Index” Button
- Download template of Project Proposal and Application Form, fill it up accordingly, check Turnitin Similarity Index, get sign from ORIC and then upload.

Document Checklist Tab

- Please download template of Certificate and template of Signatures (Endorsement) required by HEC, get it signed and upload.
- Please uploaded all documents can be seen in dropdown box by clicking “Upload Document” Button.

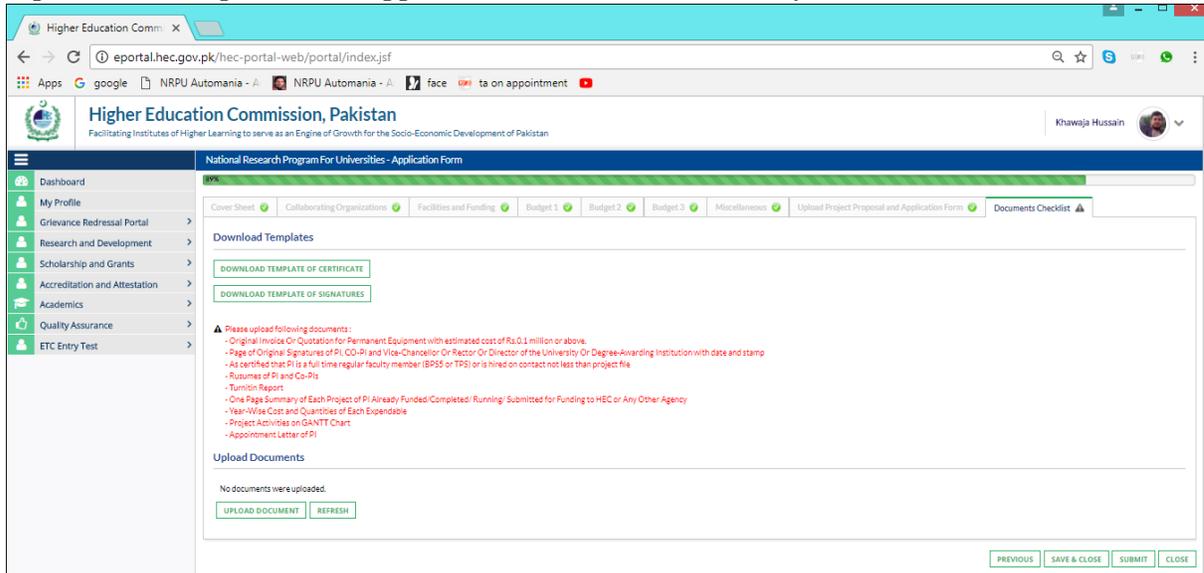
Explanation

- **At this stage Principal Investigator (PI) will hand over following to respective ORIC office after binding as booklet for getting them signed from Director ORIC and Vice Chancellor/Rector/Director of the Institute.**
 - a) One complete set of **Original application form 2017 printed with bar code & Sr. No. (Downloaded at this stage from eportal at "Project Proposal application" Tab).**
 - b) **Complete filled Project Proposal (template downloaded at this stage from eportal at "Project Proposal application" Tab).**
 - c) **PI will check its similarity index on Turnitin software.**
 - d) All necessary documents like copy of Turnitin report, appointment letter, quotations, Industrial support letter, bioethics committee clearance letter, one pager summary of previous projects, justifications for expandable and equipment’s etc.
- The ORIC/Research Office/Office of the Registrar of the respective university will ensure while receiving hard & soft copy of the proposal from the PIs that original relevant documents are adhered.
- ORIC office will get them signed from VC and will hold for onward submission to HEC.
- ORIC office will only provide photo copies of signed pages to the respective PI for uploading as scanned copy on eportal.
- PI will get back from respective ORIC office, photo copies of signed pages by Director ORIC/& VC for uploading in eportal at time of pressing submission button.
- There will be only two signed pages, one is at the end of application form and one is at the end of the project proposal form.
- Furthermore, ORIC/Research Office/Office of Registrar of respective university will compile basic information of all research proposal(s) of respective university in a single MS-Excel Sheet, as per template available on HEC-NRP website & will made it available along with complete record of all the proposals to HEC.
- The ORIC/ Research Office/Registrar Offices will ensure that same online system generated project ID# must be allotted to each of the received research proposal (hard copy & soft copy) and on MS-Excel Sheet so that same proposal may be traced in hard/soft form using MS-Excel Sheet. Soft copies of all the proposals should be burnt on one flash, along with Excel Sheet by the ORIC office of respective university.

- After doing all needful, the ORIC/Research Office/Office of the Registrar will send a complete bundle consisting of all the Research Proposals from their respective universities (one complete set of duly filled original hard copy & soft copy each), along with complete record of all the proposals in a single MS-Excel Sheet –via surface mail/Special Messenger– to Director (R&D), HEC on or before 31-10-2017.

Step 6: Submission

- Please check carefully provided information in all tabs before “Submitting”.
- Click ‘Submit’ Application. PI will be sent an acknowledgement by automated system generated email if process is completed and Application submitted successfully.



Step 7: Handing over of soft copy (ZIP folder) to Respective ORIC

- After clicking “Submit” button. Go to your “Dashboard” screen.
 - System will be automatically open “dashboard” screen on clicking Submit.
- Click on “National Research Program for Universities” at Description against your project ID.
- Click “Download Application Document” and download soft copy (ZIP file) and submit this ZIP folder to ORIC office of your university for onward submission to HEC.
 - No hard copy of application will be entertained if PI send it directly to HEC bypassing ORIC office.

