



RGMS USER MANUAL

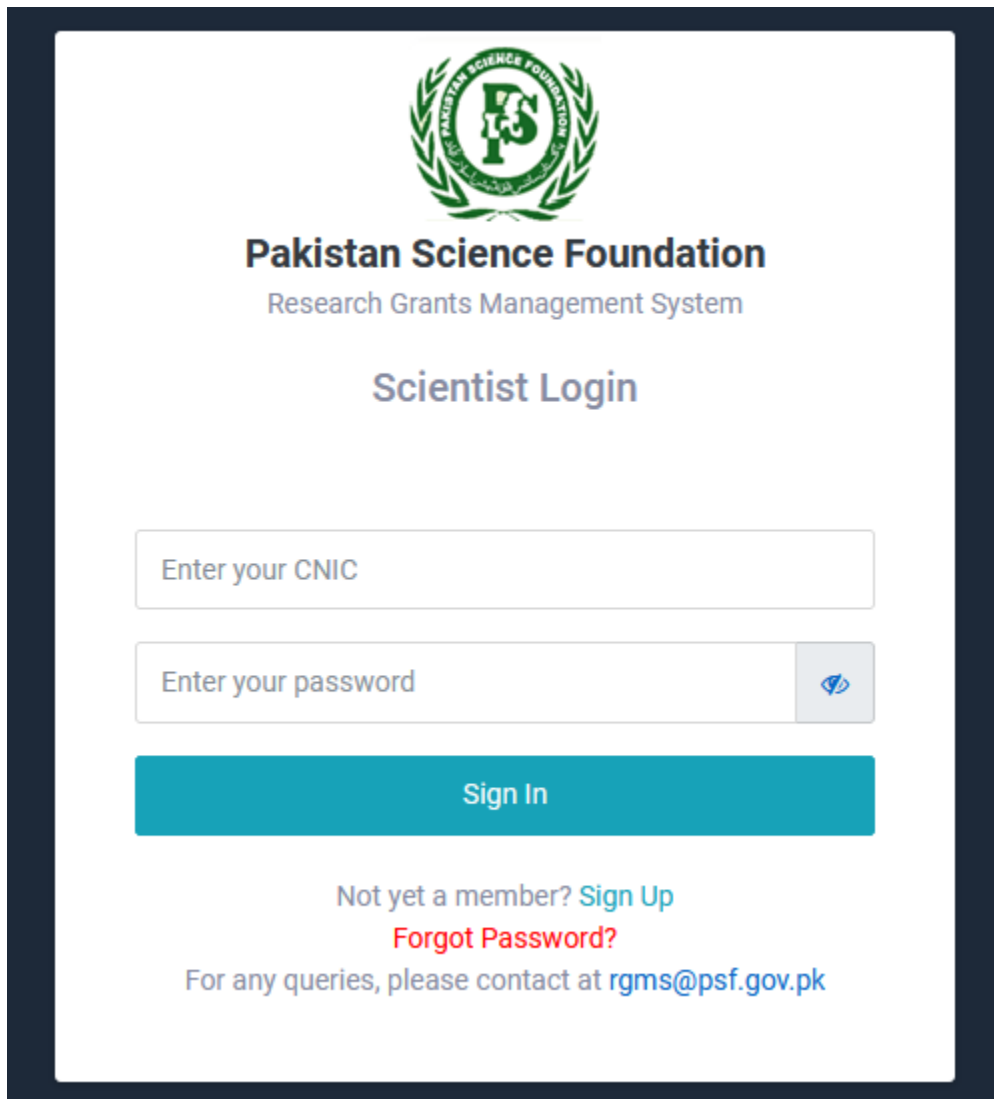
A Comprehensive Guide to Navigating the Research
Grant Management System

Note: Be sure to follow the guidelines and instructions provided by the funding agency and RGMS to avoid any issues with your concept paper submission.

Nabi Bux
rgms@psf.gov.pk

If you already have an account on the RGMS online WEB-Portal, follow these steps to log in:


1. Open your preferred web browser and navigate to the RGMS website(<https://psf.gov.pk/rgms/login.aspx>).
2. Enter your CNIC and password in the designated fields.
3. Click on the "Login" button to access your account.



The image shows a screenshot of the Pakistan Science Foundation (PSF) Research Grants Management System (RGMS) Scientist Login page. At the top center is the PSF logo, which is a green circular emblem with a white 'PS' in the center, surrounded by the text 'PAKISTAN SCIENCE FOUNDATION' and Urdu text. Below the logo, the text 'Pakistan Science Foundation' is displayed in a bold, dark blue font, followed by 'Research Grants Management System' in a smaller, grey font. The main heading 'Scientist Login' is centered in a large, blue font. Below this, there are two input fields: the first is labeled 'Enter your CNIC' and the second is labeled 'Enter your password' with a small eye icon to its right for toggling visibility. A prominent teal 'Sign In' button is positioned below the password field. At the bottom of the form area, there are links for 'Not yet a member? Sign Up' and 'Forgot Password?'. The final instruction reads 'For any queries, please contact at rgms@psf.gov.pk'.

If you don't have an account on the RGMS online WEB-Portal, follow these steps to create one:

1. Open your preferred web browser and navigate to the RGMS website.
2. Click on the "Signup" button located on the login page.



Pakistan Science Foundation
Research Grants Management System
Scientist Registration

Enter your CNIC


Enter your password

Enter your fullname

Enter your email address

Confirm email address

Enter your mobile phone number

Enter Text 

Sign Up

Already a member? [Sign In](#)
[Forgot Password?](#)

For any queries, please contact at rgms@psf.gov.pk

3. Fill in the required information, including your name, email address, CNIC, and password.
4. Click on the "Signup" button to create your account.

5. **An email will be sent to the registered email address for verification purposes. Follow the instructions in the email to verify your account.**

Please enter an active email address and mobile number during the account registration process, as you may be contacted using these details for important notifications and updates related to your account and the RGMS online WEB-Portal. It is important to ensure that these details are up-to-date and accurate at all times to ensure effective communication.

Now that you have successfully created and verified your account, you are eligible to access RGMS. To do so, simply navigate to the login page and enter your credentials. Upon successful login, you will be redirected to the scientist dashboard page, where you can access all the features and functionalities of the RGMS online WEB-Portal.

Complete Your Profile:

Completing your profile is an important step before creating and submitting a concept paper in RGMS. Here are the steps to follow:

1. Log in to your RGMS account using your CNIC and password.
2. Click on the "My Profile" tab located in the top menu bar.
3. Fill in your basic profile information, including your name, title, and professional affiliations.
4. Enter your contact information, including your email address and phone number.
5. Add your qualifications, including your educational background and any relevant certifications.
6. Enter your employment history, including your current and past employers.
7. Add relevant publications.
8. Enter details of any relevant projects you have worked on.

9. Upload a profile picture.
10. Save your changes by clicking on the "Save" button.

After completing your profile, you can proceed to create and submit your concept paper. To do so, navigate to the "Concept Paper" section and follow the on-screen instructions to create and submit your paper.

It is important to note that completing your profile is mandatory before submitting a concept paper in RGMS. This is to ensure that your profile is up-to-date and accurate, and that foundation can easily connect and collaborate with you.

The screenshot displays the PSF - RGMS Scientist Dashboard. On the left, a dark navigation sidebar is open, showing a list of options under 'My Profile'. A red rectangular box highlights the following items: Basic Profile, Contact Information, Qualifications, Employments, Publications, Projects, Profile Picture, and Change Password. The main content area of the dashboard is titled 'Scientist Dashboard' and includes a message: 'Please visit the sections below to manage your data.' Below this, a green box titled 'Profile Management' contains the text 'Manage Your Profile' and 'Use the links below to manage different sub sections of your profile.' A grid of links is provided: Basic Profile, Contact Info, Qualifications, Employments, Publications, Projects, Profile Picture, and Change Password. A red text overlay on the image reads: 'Please complete all tabs surrounded by red box'.

Creating and submitting a concept paper in RGMS?

1. Log in to RGMS (Research Grants Management System) using your username and password.
2. Once you're logged in, click on "Concept Paper Management" from the left menu.
3. Under "Concept Paper Management," click on "Submit New Concept Paper."
4. The system will redirect you to a new page/form where you can fill in the details of your concept paper.
5. Start by entering a title for your concept paper in the "Project Title" field.
6. In the "Funding Stream" field, select the appropriate funding stream for your project from the dropdown menu. This will depend on the type of grant or funding program you're applying for. If you're unsure which funding stream to select, consult the relevant guidelines or contact the funding agency for assistance.
7. Once you've filled in the required fields, proceed to fill out the rest of the concept paper form with the relevant details and click on the "Create" button to create your concept paper.

Grants
Please fill in the following information to Apply for New Grant:

Research Stream / Call: * Project Title: *

Select CREATE CANCEL

- Concept Papers in Chemical Sciences [Research Support Programme]
- Concept Papers [Natural Sciences Linkage Programme]
- Concept Papers in Biological Sciences [Research Support Programme]
- Concept Papers in Agriculture Sciences [Research Support Programme]
- *Please Concept Papers in Health Sciences [Research Support Programme]
- *The Concept Papers in Biotechnology and Genetic Engineering [Research Support Programme]
- *Onc Concept Papers in Earth Sciences [Research Support Programme]
- *Don Concept Papers in Environmental Sciences [Research Support Programme]
- Concept Papers in Mathematics and Computer Sciences [Research Support Programme]
- Concept Papers in Physics [Research Support Programme]
- Concept Papers in Engineering Sciences [Research Support Programme]
- 7th Call for Concept Proposals in the areas of Nanotechnology, Materials and Artificial Intelligence [Research Support Programme]

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Note: It's important to carefully review the guidelines and requirements for your funding program before submitting your concept paper to ensure that you meet all the necessary criteria.

Access/Edit your concept paper after creating it in RGMS:

1. Click on "Concept Paper Management" from the left menu.
2. Under "Concept Paper Management," click on "My Concept Papers."
3. This will bring up a list of all the concept papers you've submitted or created. You can click on the concept paper you want to edit.
4. If you want to edit your concept paper, click on the "Edit" button. This will allow you to make changes to your concept paper.
5. If you want to withdraw your concept paper, click on the "Delete" button. This will remove your concept paper from the system.
6. To view the current status of your concept paper, look at the "Current Status" column in the list of concept papers. This will show you the current stage your concept paper is in.
7. The possible status updates may include "**Created**" ,"**Submitted**", "**Accepted**", "**Not Accepted**"
8. Your concept paper must be in "**Submitted**" status to indicate that it has been successfully submitted for review. If your concept paper is in "**Created**" status, it means that you have created the concept paper but have not yet submitted it for review.

| CONCEPT PAPER NO | PROJECT TITLE | FUNDING STREAM / CALL | CREATED ON | LAST UPDATED | CURRENT STATUS | ACTIONS |
|---------------------|---|---|------------------|------------------|----------------|---|
| CP-1-2023-2602-LZFH | my proposal if possible | 7th Call for Concept Proposals in the areas of Nanotechnology, Materials and Artificial Intelligence [Research Support Programme] | 26/02/2023 10:48 | 26/02/2023 11:31 | Created | Edit Delete PDF |
| CP-2-2023-902-M384 | Project | Concept Papers [Natural Sciences Linkage Programme] | 09/02/2023 09:23 | 09/02/2023 09:39 | Created | Edit Delete PDF |
| CP-2-2022-710-CEVB | Renewable energy cognition and attitude | Concept Papers [Natural Sciences Linkage Programme] | 07/10/2022 09:44 | 07/10/2022 09:45 | Submitted | Edit Delete PDF |

Note: Your concept paper must be in "**Submitted**" status to indicate that it has been successfully submitted for review. If your concept paper is in "**Created**" status, it means that you have created the concept paper but have not yet submitted it for review.

Save/Submit your concept paper in RGMS:

1. Under "Concept Paper Management," click on "My Concept Papers."
2. This will bring up a list of all the concept papers you've submitted or started. Look for the concept paper you want to edit and click on the "Edit" button next to it.
3. You will be redirected to the concept paper proforma page where you can make changes to your concept paper.
4. Fill in all the required information and click on the "Save" button to save your changes. You can make changes to your concept paper as many times as you want before you submit it.

5. Note that once you click on the "Submit" button, your concept paper will be shifted from "Created" status to "Submitted" status, and you will not be able to edit it anymore.
6. If you want to save your concept paper in RGMS but want to submit it after review, use the "Save" button instead of the "Submit" button.
7. It's important to regularly save your concept paper as you work on it to avoid losing any changes or progress.

Concept Paper No: CP-1-2023-2602-LZFH

Current Status: Created

[PDF](#)

Project Title:

Discipline / Sector Involved : *

Nanotechnology

Artificial intelligence

Material

Concept Proposal Duration : *

01 Year

02 Year

Need for Certification of Proposed Solution (Product/Process /Technology/Technique) : *

Yes

Proposed Solution (mark relevant box only) : *

| | | | | |
|--|--------------------------|--------------------------|--------------------------|--------------------------|
| <input checked="" type="checkbox"/> Products | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|--|--------------------------|--------------------------|--------------------------|--------------------------|

Note: Once you click on the "Submit" button, your concept paper will be shifted from "Created" status to "Submitted" status, and you will not be able to edit it anymore.
