

## New Role Name

### **1. Advisor :**

#### **Role Description:**

Senior Scientist acting on behalf of Director.

This role can be mapped to only one Scientist in the Laboratory.

The person mapped to this role can clear project proposals and can be a part of BD Activities and plan project execution ,ISTADS Activities ,etc. in the R &D Portal.

This is a Secondary Role, while the primary role for the person mapped may be scientific function/Head of Division.

**Note for R&D Admin:** The checkbox need to be click for the system to be automatically detecting the user who is mapped.

**Note:** The Advisor is role is optional and depends on individual Laboratory Practices.

### Contract R&D Grant In Aid Project

**Scientific Function**

Reporting Scientist

Head of Division

**Advisor**

BD Head in lab

Director

Unique No. LAB/BDP/YEAR/S NO Options ▶

Lab Name Central ElectroChemical Research Institute

Status Draft

\* Title

**General** Cost of project Supporting documents

\* Objectives

<input type="checkbox"/>	S.No.	Objectives / Milestones / Scope	Deliverables	Date
<input type="checkbox"/>	1	<input type="text"/>	<input type="text"/>	<input type="text"/>

[Add Row](#) [Delete Row\(s\)](#)

\* Research Team

Enter the Team Member Details Team should have only One PI

<input type="checkbox"/>	Lab Code	Name	Designation	Role/Position	Start Date	End Date	Man Days	Man Power Cost	Approver	Date of Approval	Category	Status
<input type="checkbox"/>	<input type="text" value="CECRI"/> <a href="#">Search</a>	G Radhakrishnan	Senior principal scientist	Principal Investigator	<input type="text"/>	<input type="text"/>	0	0	G Radhakrishnan		Select	Added

[Add Row](#) [Delete Row\(s\)](#)

\* Area

## 2. Reporting Scientist :

**Role Description:** Immediate section/Division Head/Group Head  
He is a Reporting Officer. Any scientist acting as section head, division head, group head need to be mapped to this role. This role is used in R & D Portal for forwarding Research Proposals, Project related transactions etc.

This is a Secondary Role, while the primary role for the person mapped may be scientific function/Head of Division.

**Note for R&D Admin:** The checkbox need to be click for the system to be automatically detecting the user who is mapped.

**Note:** The Reporting Scientist is role is optional and depends on individual Laboratory Practices.

The screenshot shows a web application interface for 'Contract R&D Grant In Aid Project'. On the left sidebar, the 'Reporting Scientist' role is highlighted with a red box. The main content area displays the following information:

- Unique No.:** LAB/BDP/YEAR/S.NO
- Lab Name:** Central ElectroChemical Research Institute
- Status:** Draft
- Title:** (Empty dropdown menu)

Below this, there are tabs for 'General', 'Cost of project', and 'Supporting documents'. The 'Objectives' section contains a table with the following data:

S.No.	Objectives / Milestones / Scope	Deliverables	Date
1			

The 'Research Team' section includes a table with the following data:

Lab Code	Name	Designation	Role/Position	Start Date	End Date	Man Days	Man Power Cost	Approver	Date of Approval	Category	Status
CECRI	G Radhakrishnan	Senior principal scientist	Principal Investigator			0	0	G Radhakrishnan		Select	Added

At the bottom, there is an 'Area' dropdown menu set to '- Select -'.

### **3. Head of Division :**

**Role Description:** Division Heads at Laboratory

**Note for R&D Admin:**

All Head of Divisions need to be mapped to this secondary role when their primary role is scientific function.

When the primary role is Head of Division then they need to be mapped with scientific function as a secondary role.

The checkbox needs to be clicked for the system to be automatically detecting the user who is mapped.

**Note:** Introducing this role of Reporting Scientist in the work flow is optional and depends on individual Laboratory Practices.

**Contract R&D  
Grant In Aid Project**

Unique No. LAB/BDP/YEAR/S.NO

Lab Name Central ElectroChemical Research Institute

Status Draft

\* Title

Options ▶

**General** | Cost of project | Supporting documents

\* Objectives

	S.No.	Objectives / Milestones / Scope	Deliverables	Date
<input type="checkbox"/>	1	<input type="text"/>	<input type="text"/>	<input type="text"/>

\* Research Team

Enter the Team Member Details Team should have only One PI

	Lab Code	Name	Designation	Role/Position	Start Date	End Date	Man Days	Man Power Cost	Approver	Date of Approval	Category	Status
<input type="checkbox"/>	<input type="button" value="Search"/>	CECRI	G Radhakrishnan	Senior principal scientis	Principal Investigator	<input type="text"/>	<input type="text"/>	0	0	G Radhakrishnan	Select	Added

\* Area

- Scientific Function
- Reporting Scientist
- Head of Division**
- Advisor
- BD Head in lab
- Director

#### **4. Secretarial Staff/Others :**

**Role Description:** This is a primary role and Portal redirects the person who is mapped with this role to the Policy and Programme Module. The employees mapped with this role will have Policy and Programme Module as their Landing Page.

#### **Employees who can be mapped under this role are:**

1. Junior/Senior Stenographers
2. Private Secretaries
3. Receptionists
4. Hindi Officers
5. Security Officers
6. Security Assistants
7. Nurses
8. Doctors
9. X Ray Technicians