CSR User Portal Guide

Welcome to the UGC-DAE Consortium for Scientific Research (UGC-DAE CSR). This user guide will assist you to know about us and the procedure for using our experimental facilities. Details about our experimental facilities are available at our website: www.csr.res.in. UGC-DAE CSR has centres at Indore, Kolkata, Mumbai and Kalpakkam. Users are strongly urged to read this guide carefully before registration/applying for a proposal.

UGC-DAE Consortium for Scientific Research (formerly known as IUC-DAEF), was created in the year 1990. The broad objective of the Consortium is to develop competence and promote research in front line areas of science & technology in Indian Universities by providing institutional framework for optimum utilization of major research facilities established by the Department of Atomic Energy such as Dhruva Reactor, BARC Mumbai; VECC, Kolkata and Synchrotron Radiation Sources at Indore and advanced characterization facilities at IGCAR, Kalpakkam and other DAE facilities at BARC.

In addition to large scale facilities, UGC-DAE CSR has setup several state-of-art research facilities. Access to all facilities is provided free-of-cost to Indian Universities and academic institutes for research purposes. **These facilities can be accessed by submitting a scientific research proposal through the CSR User Portal website:** https://www.csruserportal.com. Users may find general information about how to use our facilities in frequently asked questions (FAQ) section of our Portal and hence are encouraged to visit the section before using our online portal for the first time. Kindly be aware that the offline submission of user forms will be discontinued shortly at Indore Centre.

In addition to using these facilities, CSR also provides funding support through 'Long Term Collaborative Research Schemes' as illustrated below:

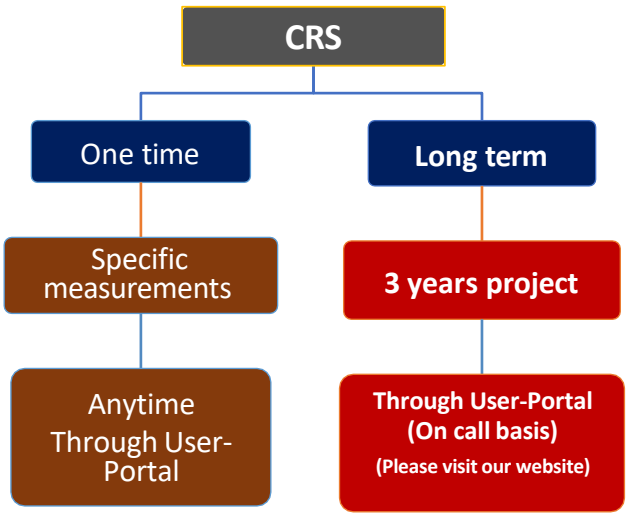
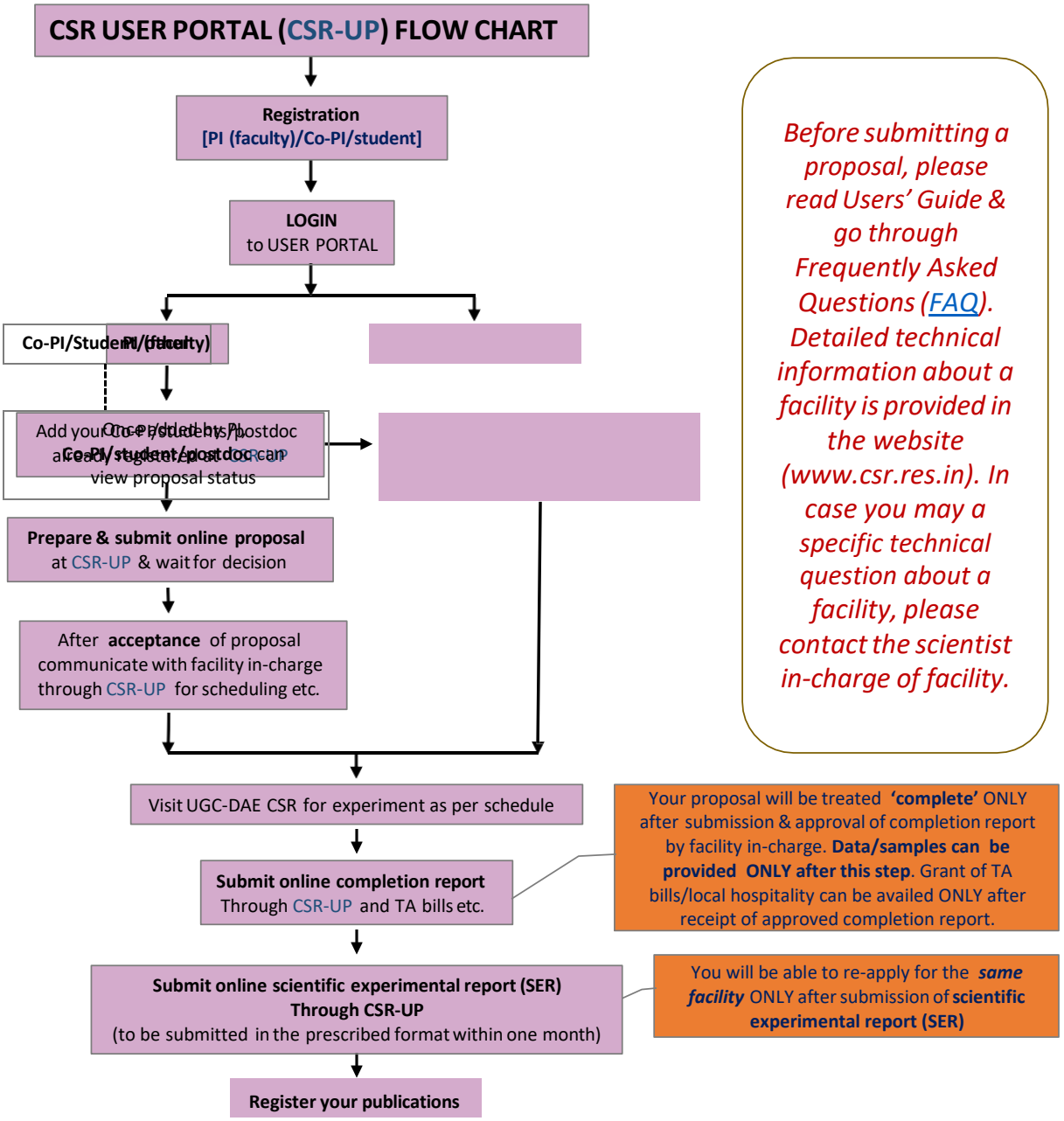


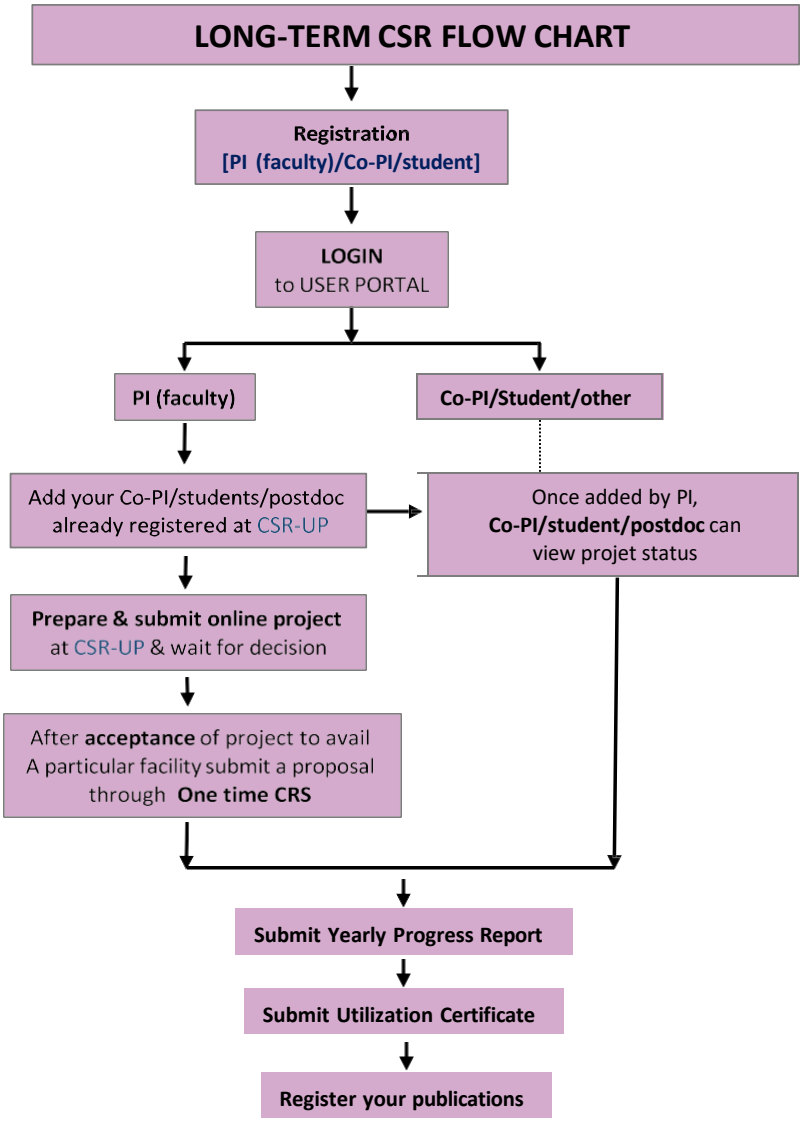
Illustration of collaborative research schemes (CRS) of UGC-DAE CSR. Through User Portal, 'One time' CRS for specific measurements as well as Long term CSR can be submitted. Long-term CRS are invited on call basis. Please click here to know more about long terms CRS and visit www.csr.res.in to check call for long terms CRS.

Detailed technical information about our various facilities is provided in our website www.csr.res.in as well as in our CSR User Portal webpage.

The flowchart for one time CSR user portal is given below which will provide a step-by-step guide to submitting a proposal.



The flowchart for long-term CSR project is given below which will provide a step-by-step guide to submitting a proposal.



Before submitting a proposal, please read Users' Guide & go through Frequently Asked Questions (FAQ). Detailed technical information about a facility is provided in the website (www.csr.res.in). In case you may a specific technical question about a facility, please contact the scientist in-charge of facility.

The following features are available at our Portal:

All Users

1. User registration (Faculty user and Student/Post-doc)
2. Status of Proposal
3. Send queries/comment/reply about proposal
4. Submit request for accommodation
5. Submit Completion Report (CR)
6. Submit Scientific Experiment Report (SER)

Registered Faculty User account

1. Proposal submission for one-time usage of a research facility
2. Linking a visitor (who will actually visit our centre) to your profile

Note: Submission of a scientific proposal can ONLY be done by a faculty member/permanent Scientific staff and NOT by a student or a post-doctoral fellow. During the proposal submission process, PI may include an already registered user who will be visiting our centre for an experiment (another Faculty User/Student/Postdoc). Prior to this, the Co-PI/student/post-doc has to get register individually through the same portal.

For any further information or queries regarding our Portal, Users Office or Centre-Director of the respective Centre or the Director of the Consortium may be contacted. For technical queries about any specific facility, the user may contact the scientist in-charge of facility directly.

User Office : useroffice@csr.res.in / csruseroffice@gmail.com

Centre-Director (Indore): centredirector.ic@csr.res.in

Centre-Director (Kolkata): centredirector.kc@csr.res.in

Centre-Director (Mumbai): centredirector.mc@csr.res.in

Scientist In-charge (Kalpakkam): centredirector.kpc@csr.res.in

Director : director@csr.res.in

General questionnaire regarding usage of CSR User Portal

1. How to submit a proposal?

Register>>Login>>Fill online form (Use New Proposal link)>>submit>>wait for decision (about a week time).

2. How to schedule my visit?

>>Communicate with facility in-charge to find suitable date for measurements using queries link, corresponding to your proposal.

>>Plan travel for your Co-PI/student or yourself

>>Apply for accommodation, if required

3. What do I understand from the status?

Submitted:

Your proposal has been successfully submitted, if you feel that there was a mistake in your proposal, you may delete and resubmit, before it is accepted.

Accepted:

Your proposal has been accepted by facility in-charge. You will be given dates for measurements. If you want to reschedule your visit, please follow this sequence (in this order):

(i) Immediately inform the facility in-charge to know about alternative available dates

(ii) Withdraw your proposal

(iii) Submit a new proposal with mutually agreed dates with facility in-charge

Rejected:

Your proposal has been rejected by facility in-charge and the reason for the rejection can be found in your query/comment/reply box.

Withdrawn:

In case you do not wish to perform the experiment after the proposal has been accepted, you may withdraw it by providing a valid reason (preferably well before the date of experiment) and immediately inform the facility in-charge (by portal/email/phone). Failure to do so may adversely affect your future proposals.

Withdrawn proposal will not be considered for any further action.

Completed:

Experiment has been completed and the **'Completion Report'** needs to be submitted. Filing of Completion report is MANDATORY for approval of your TA/DA or to get data or samples from the proposed experiment.

Completion Report Submitted:

You have successfully submitted the **Completion Report** for your proposal. The displayed status will be "**Comp.Rep.Submitted**"

Completion Report Verified:

After you submit the **Completion Report**, the facility in-charge has to verify the information provided by you. You may be asked by the facility in-charge to modify the information provided in the **Completion Report**. After verification by the in-charge, the displayed status will be "**Comp.Rep.Verified**". After this step you are entitled to get data/samples/TA/DA etc.

Scientific Experimental Report (SER) of a completed proposal must be submitted and should be verified by the in-charge (similar to the process of Completion Report). After verification of SER, no further action is required from your side. Please register your publication and adhere to the Undertaking taken by you.

4. What should I do during my visit?

>>Carry out experiments within the scheduled time

>>Complete online 'Completion Report' through CSR-User Portal. This report has to be completed by the person coming for measurements. Your proposal will be treated 'complete' ONLY after submission & approval of completion report by facility in-charge. Data/samples can be provided ONLY after this step. Grant of TA bills/local hospitality can be availed ONLY after receipt of approved completion report.

>>Apply for travel/local hospitality support.

>>Please provide your feedback

5. What should I do after my visit:

>>Do your data analysis and

>> submit scientific experimental report-SER (within a month after completion). Your request at the **same facility** can be again considered ONLY after the submission of **scientific experimental report (SER)**

>>Always remember to acknowledge all utilized facilities in the acknowledgments when you submit to a Journal/Workshop/Conference etc. Include co-authors from CSR on mutual agreement. Even when a co-author has been included from CSR, you would need to acknowledge all other facilities and CSR as an Institute.

>>Inform us about publication/PhD thesis etc. that arise based on work carried out at UGC-DAE CSR. These publications must be registered through CSR User Portal.

>>Please provide your feedback