



User Guide: IKS Division Scheme Online Application Portal

1. Before You Start

- Use a stable internet connection.
- Keep your email ID ready.
- Fill in all details carefully before moving to the next page.

2. How to Fill the Form and Go to the Next Page

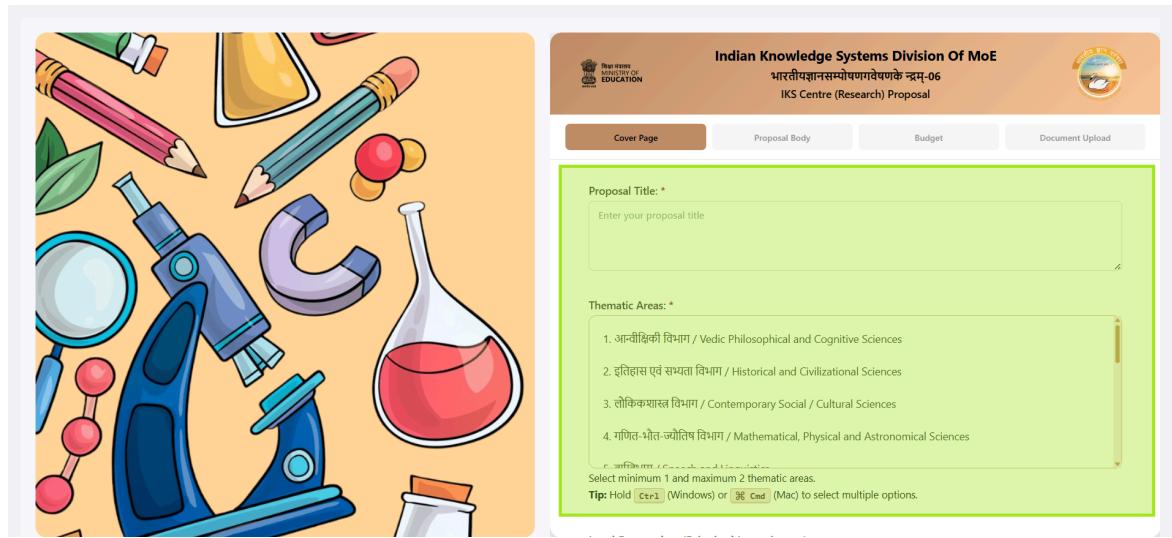
Step 1: Scroll the form correctly

- Keep your mouse cursor inside the form.
- Scroll down to view all fields on the page.

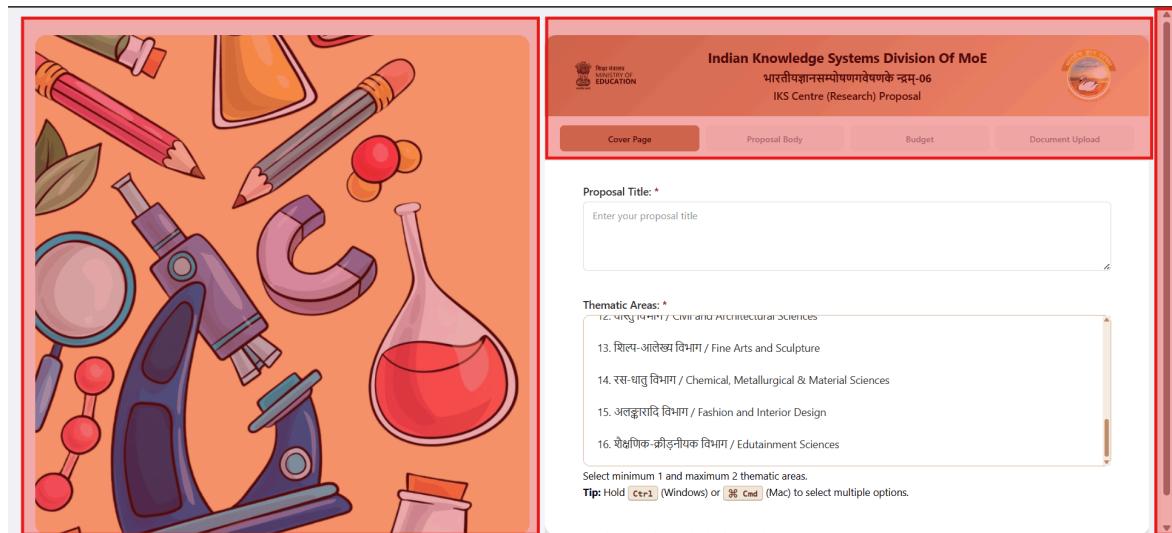
Important Note on Scroll Bar

- If you see a **grey scroll bar** on the left side of your screen, it is due to your system's screen or display settings.
- This scroll bar cannot be used to move through the application form fields.
- Please scroll only inside the form area.

 *Sample Screenshot 1: Form scroll area highlighted in green. Scroll through here to see other form fields*



📸 Sample Screenshot 2: Grey scroll bar on left side (display-related) and places where no scroll exists are marked red





Step 2: Fill required fields

- Enter all mandatory details on the page.

Step 3: Click "Next"

- After filling all required fields, click the **Next** button to move to the next page.

Do NOT:

- Do not leave mandatory fields empty.
- Do not click "Next" without completing all required fields.
- Do not use the grey scroll bar on the left to move through the form.

3. How to Save the Form as Draft

Step 4: Enter PI email ID

- Enter a valid **PI (Principal Investigator) email ID** in the email field in Cover Page tab.
- After entry Save as Draft button appears on the bottom of the page

Step 5: Click "Save as Draft"

- Click the **Save as Draft** button.

Step 6: Note Draft ID

- A **Draft Proposal ID** will appear on the screen.
- The page will close automatically.

Step 7: Resume your draft

- You will receive an email with a link to your saved draft.
- Click the link to continue filling your proposal.
- You can edit the draft any number of times using this link.

Do NOT:

- Do not enter an incorrect email ID.
- Do not close the page before the draft is saved.
- Do not expect the draft to be saved without entering the PI email ID.
- Do not search for the draft without using the email link.

4. Helpful Tips

- Save your work regularly using **Save as Draft**.
- Check your email inbox and Spam folder for the draft link.
- Use the same draft link every time to continue your proposal.