SFACTS®
FUND BASED ACCOUNTING SOLUTION

Division of Research, JIPMER

USER MANUAL – Research Project Management System (RPMS)

INTRODUCTION

1.1 What is RPMS?

RPMS (Research Project Management System) in the SFACTS Application is designed to automate the Pre-Project Sanction process, enabling the research community to access and manage approvals with greater ease, transparency, and accountability.

This automation facilitates faster consolidation of inputs from various committees, minimises manual errors, and establishes an efficient and reliable control mechanism. Through standardisation of workflows, RPMS streamlines administrative processes and strengthens JIPMER's capacity to support and expand its research activities.

1.2 Users & This Document

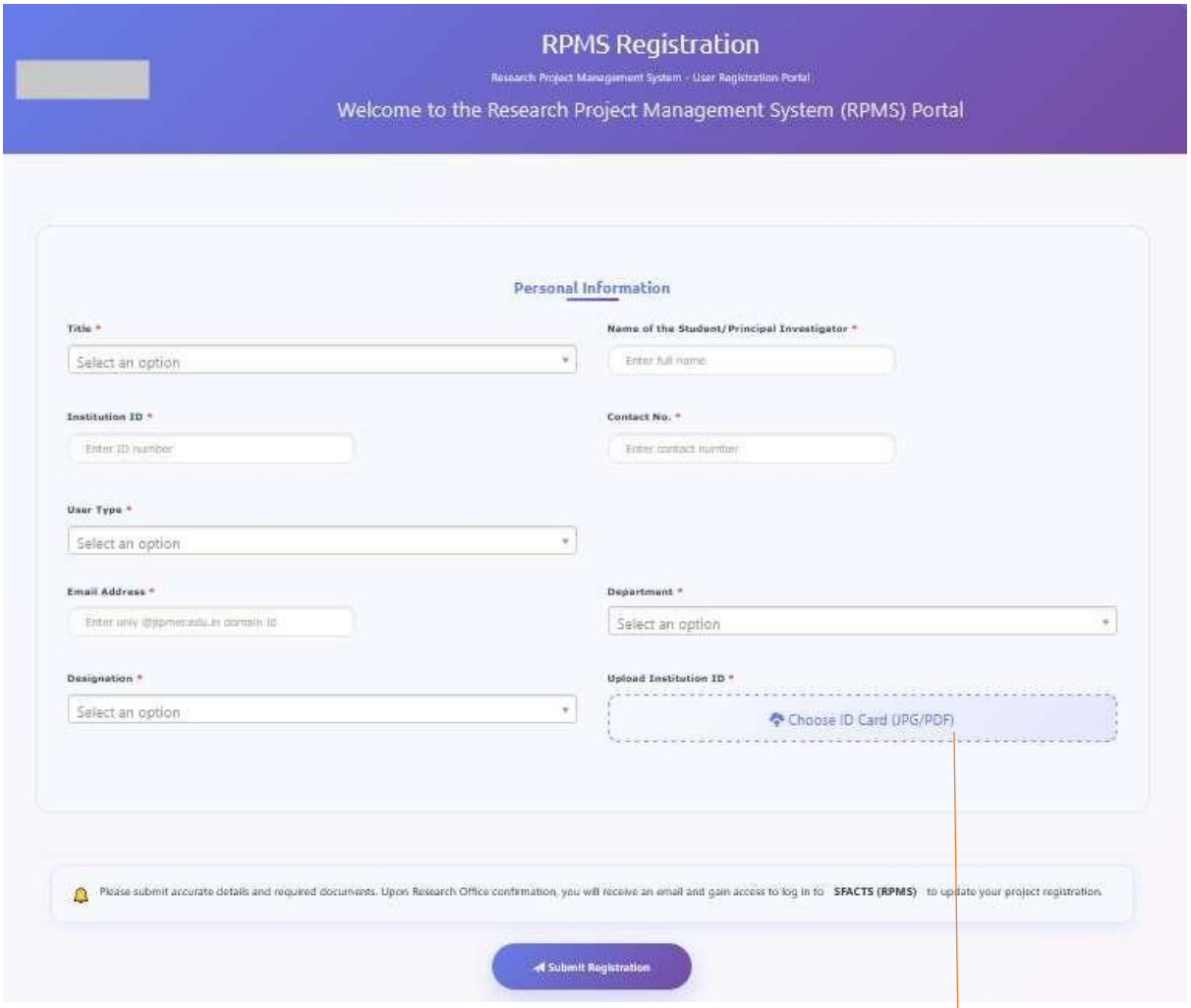
Key users of RPMS include **Researchers** (Project Investigators and Students), the **Research Office** responsible for administrative processes, **Committee Members, Reviewers**, **Member Secretaries** and other related support and administrative users.

This document provides a comprehensive overview of the RPMS workflow. All relevant users are requested to review the sections applicable to their roles to understand and manage their respective transactions within the system.

Based on the Access rights assigned to the respective roles, the users will be able to use various processes in the RPMS

1. Applicant Login

- Open a browser from your system [**Firefox is highly recommended**]
- Enter the URL: http://172.30.2.11/sfacts/login/rpmsregistration

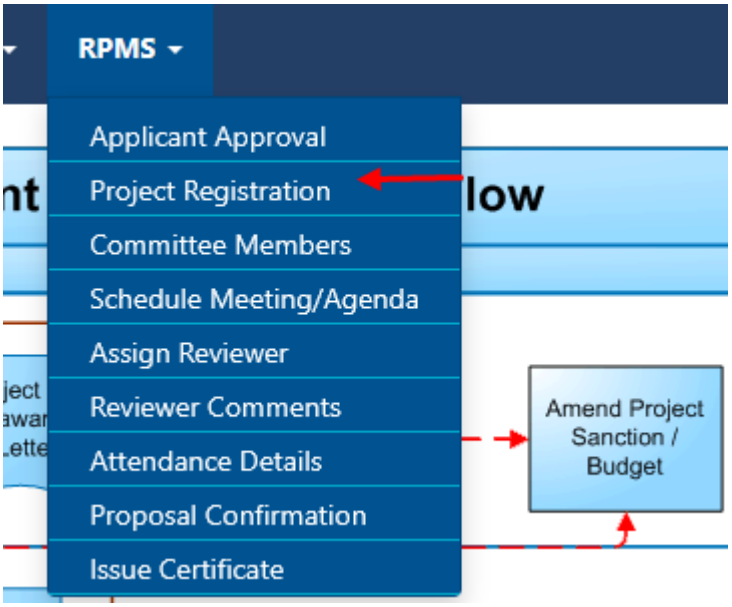


Next Step:

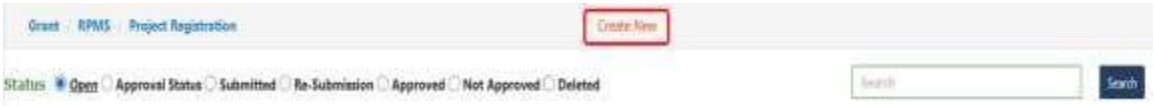
- Enter all mandatory fields (marked with a red asterisk *).
- Upload a clear and legible scanned copy of the Identification Document (ID document).
- In mandatory dropdown fields (such as **Designation** or **Department**), if the required option is not available, contact the **Research Office** before creating the application.
- Currently, the **Email Address must be a JIPMER domain email**. If you do not have a JIPMER email ID, please check with your local administrator.
- Click **Submit Registration** to complete the application.
- The submitted details and documents will be reviewed by the administrators before the registration is approved.

2. Project Registration

Context: This process enables the applicant to register a research project in the system. It is the initial step in which the applicant enters project details, uploads the required proposal and supporting documents, and submits the application for review and approval by the respective Research Committee.



After clicking on **Project Registration**, the following screen appears



Click on "Create New" for registering new proposal/project, the following screen appears:

2.1 Project Registration Steps

On the above screen, please ensure the following details are entered correctly:

- **Applicant**: Confirm that your name appears as the *Applicant*.
- **Project Title**: Enter a brief and meaningful project title. Use concise wording while clearly reflecting the nature of the project.
- **Project Type**: Select the appropriate option from the drop-down list.
- **Committee Type**: Select the relevant committee from the drop-down list.
- **Duration**: Select the number of **years** in the first column and **months** in the adjacent column.
- Sample Size:
    - Enter the estimated or probable sample size for the proposed project.
    - This information will be reviewed during the Committee meeting, and the final sample size will be determined by the respective Committee Member Secretary.
    - If the proposed project does not require a sample size, leave this field blank.
- **Ref Date**: Select the proposal submission date.
- Funding Support:
    - Select **Yes** if funding support is required, or **No** if not required.
    - If **Yes** is selected, the system will prompt for the following details:
        - **Funding Agency**: Select **Intramural** or **Extramural** from the drop-down list.
            - If **Intramural** is selected, enter the **Proposed Budget** amount in INR.
            - If **Extramural** is selected, enter the **Name of the Funding Agency** correctly.
- **Guide / Mentor Details**:
    - Enter the required details as prompted by the system.
    - If the appropriate option is not available under **Designation** or **Department,** contact the **Research Office before** submitting the proposal.

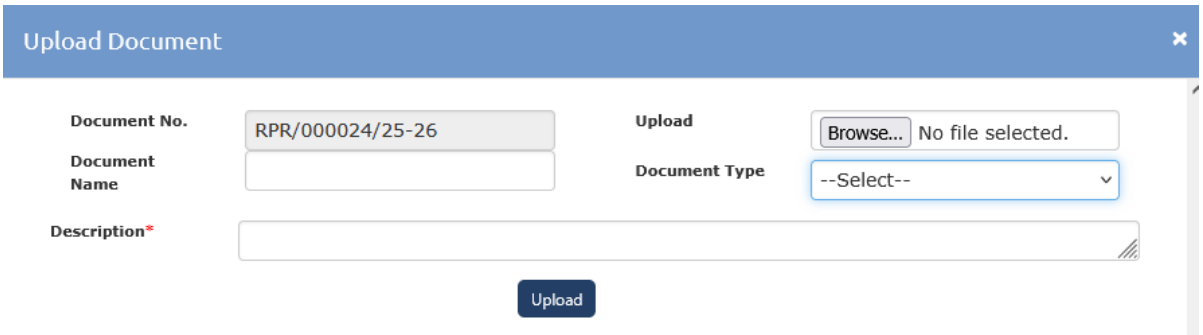
- **Next Activity: Enter Co-Guide / Co-Investigator Details and Upload Proposal Documents**
  Upon completion of the previous activity, enter the required details in the grid displayed on the screen.

- **Co-Guide / Co-Investigator Details**
  Ensure the following information is entered correctly:
  - Enter the Co-Guide / Co-Investigator's name, email ID, designation, department, and

2.2 Attach Proposal Document (Mandatory)

The final and critical step before submitting the proposal is to upload the Proposal Document.

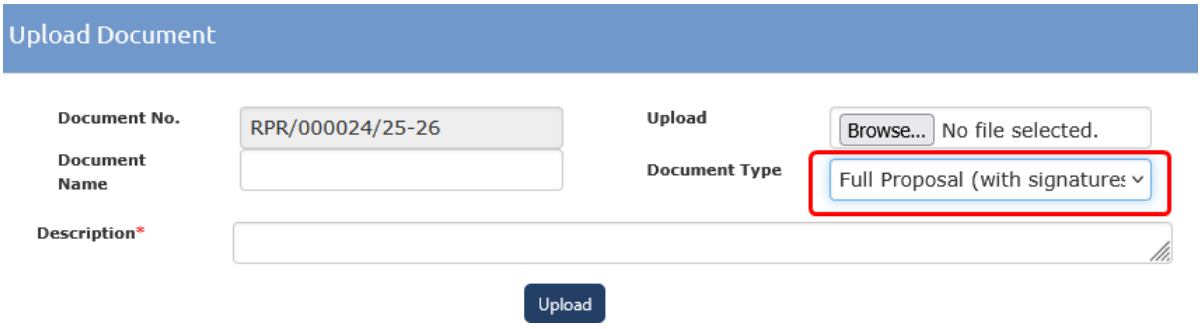
- To upload the document (**PDF format only**), click **Attach Your Document**.
- The **Upload Document** screen will be displayed



Upload Document – Instructions

On the Upload Document screen, ensure the following details are provided:

- **Document Name:** Enter a clear and easily identifiable document name.
- **Description:** Provide additional details to help reviewers and committee members evaluate the document effectively.
- **Document Type:** Select the appropriate document type from the available options.



- Important note on uploaded document:

The **Full Proposal** (**with signatures)** must be complete and prepared in accordance with the guidelines specified by the respective Research Committee. Any incorrect, incomplete, or non- compliant document may be rejected by the Committee Member Secretary, which could delay the approval of the proposal. Ensure that the uploaded document is final and complete in all respects.

- Click **Upload** to save the document.

Uploading Additional Documents (if any)

- To upload additional supporting documents, select **Document Type** as **Others**.
- Follow the same upload process as described above.
- Multiple additional documents can be uploaded as required.

***Note**: Ensure the document is saved on your local system before initiating the upload process.*