

**GUIDELINES FOR FILLING ONLINE APPLICATION FORM FOR SUPPORT
FOR IP AWARENESS WORKSHOP(s)/SEMINAR(s)**

I) DETAILS OF APPLICANT ORGANISATION:

1. Select the category of your organization from the given list. The organization applying for support has to fall under the purview of one of the following :

- a) **Educational institutes** providing technical education in E&ICT domain and preferably having technology incubation park/entrepreneurship cell.
- b) **Industry bodies** like MAIT, ELCINA, CII, NASSCOM, FICCI, IESA, ASSOCHAM etc.
- c) **DeitY Society(ies) or DeitY Autonomous Body(ies)**

(If you selected your organization as an educational institute, then kindly mention the running E&IT UG/PG Programmes in the provided textbox in not more than 100 words)

2. Select the legal status of the organization, whether Government Institution, Government Supported Institution or Private Institution.
3. If Any co-coordinator(s) then fill in the Details of the co-ordinator i.e. Name, Designation and Contact Number.

II) TECHNICAL INFORMATION

1. Fill up in not more than 100 words a background of the proposed IPR awareness workshop(s) and your experience in relation to the sequence of activities undertaken in your organization in the past and to be taken up in the future towards Innovation and IPR.
2. Specify whether any Incubation Centre/IPR Cell/Entrepreneurship Cell exists in your organization or not. If Yes, give details in the provided textbox in not more than 100 words.
3. Specify whether any patent(s) has been filed/granted in the Name of the Organization or not. If Yes, Give details of the same in the provided textbox in not more than 100 words.
4. Select the proposed date of the Seminar/Symposium/Workshop.
5. Enter the venue of the seminar in the provided column.
6. Attach a copy of the i) detailed program including in it, the scope, nature of participants etc. in *.pdf format and ii) Panel of speakers and experts details with Consent letter in *.pdf format.
7. Fill in the number of expected participants in the provided column.

III) FINANCIAL DETAILS:

For point number 1 &2, if the value for a particular column is nil then fill in 0 (zero in numeric) in the respective column.

1. Fill in the Details of the budget estimates of the expenditure for the Workshop/Seminar (in Rs.) in each of the given column.
2. Fill in the Details of the Receipts estimates (in Rs.) in each of the given column.

IV) OTHER DETAILS:

1. Fill in the Unique Agency Code filled up during registration at CPSMS Portal
2. Fill in the details of the Head of the Organization responsible for furnishing the Utilization Certificate in the provided columns.

V) UPLOAD DOCUMENTS :

3. Upload Terms & Conditions with Sign and Seal (*.pdf format)
4. Upload Undertaking with Sign and Seal (*.pdf format)
5. Details for Transfer of e-Payments duly filled up as per the format (*.pdf format)