# GUIDELINES FOR SUBMISSION OF SPARK-03 PROPOSALS (FOR 2024-25 SESSION)

## **Guidelines for Students:**

Following steps are to be followed:

#### 1. Open the **CCRAS website** on any browser using **URL:** <u>https://ccras.nic.in/</u> and click on **More** to proceed.

Note: To ensure a seamless and hassle-free SPARK Form submission on the Spark Portal, it is strongly advised that the application form be accessed and filled on a desktop or laptop with a secure Wi-Fi connection. Avoid utilizing mobile devices to complete the form since this causes needless chaos and may result in a number of technical problems leading to Rejection of the Proposal. This SPARK Portal has been designed specifically to run on laptops and desktop devices only.



CENTRAL COUNCIL FOR RESEARCH IN AYURVEDIC SCIENCES Ministry of Ayush, Government of India

CCRAS : An apex body for the formulation, coordination, development and promotion of research on scientific lines in Ayurveda system of medicine

### Network of 30 institutes across India

National Research Institutes - 02 Central Ayurveda Research Institute - 09 Regional Ayurveda Research Institute - 17 Regional Ayurveda Research Centre - 02



### 2. Click on **SPARK** button to open the **SPARK Portal URL:** <u>https://spark.ccras.org.in/</u>

CENTRAL COUNCIL FOR RESEARCH IN AYURVEDIC S Ministry of Ayush, Government of India	CIENCES	Home About Us ~ Research	<ul> <li>Accreditation RTI &lt; Contact Us More &lt;</li> </ul>		
CCRAS Web Portals	Policies	Publications	Latest Updates		
Ayush Research Portal	Memorandum of Association and Bye-Laws	Research Journals	Essential Download Forms		
Ayur Prakriti Web Portal (All Details)	CCRAS Research Policy	Journal of Indian Medical Heritage	Recruitment Corner (Hqrs)		
Post Doctoral Fellowship (All Details)	IT Policy	CCRAS Newsletter	Recruitment Corner (Institutes)		
NAMASTE	CCRAS Policy for Commercialisation of Technologies	CCRAS Bulletin	Latest Tenders		
PG STAR	CCRAS Guidelines for Internship, Guideship and Short	CCRAS Hindi Magazines	CCRAS Notices		
SPARK <	term training exposure visits	IEC Publications	CCRAS-AGNI		
E-BOOKS		Ayurveda Handboooks	CCRAS Calendar of Activities		
		Annual Publications	CCRAS Technical Report Series		
		Books/Publications	Other Updates		
		General Guideline Series			
		Glimpses of CCRAS Contributions (50 Glorious Years)			

3. New users, click on **Register** button to open the **Registration form.** 



#### 4. Fill out the **Registration Form** and then click on the **Register** button to complete the process.

	SPARK-R	egistration				
1.0	uide/Mentor registration is mai Only 2 students are allowed to	mandatory prior to student registration. ed to register under one guide/mentor.				
(* for mandatory fields)	Registe	r yourself				
Username *		Email address *				
Username Required 150 characters of fewer Letters digits only	Ĩ	Email				
Required. 150 characters of fewer. Letters, digits only.						
Enter password	<b>≜</b>	Re-enter Password	<del>ଏ</del>			
<ul> <li>Your password can't be too similar to your other person</li> <li>Your password must contain at least 8 characters.</li> <li>Your password can't be a commonly used password.</li> <li>Your password can't be entirely numeric.</li> </ul>	al information.					
First name*		Last name*				
First Name	A	Last Name	<u>A</u>			
Mobile*		Aadhaar No*				
	Δ		A			
<ul> <li>If Addnaar is not available, write the ID number of a         <ul> <li>*The IDs are just for internal use only*</li> </ul> </li> <li>Date Of Birth*         <ul> <li>dd-mm-yyyy</li> </ul> </li> </ul>	ry Govt ID (PAN/Voter ID/ Passp	Gender*	~			
State*		District*				
	~		~			
Address Line1*						
Address Line2						
		Dill as do t				
City ^		PIN code ^				
Nationality *		Enrolling as a				
Indian	~		~			
College Name *						
			*			
State *						
			•			
		↓				
	Re	jister				
	Already have	e an account?				

5. After successful registration, click on the **login** button for sign up.



6. Enter your **Login Credentials (Username** and **Password)**, and then click the **Login** button to proceed.



7. Once you have logged into the portal now click the **Project** button.

CCRAS SPARK	≡	Logged In as: test
test 🔵 Online		
MAIN NAVIGATION		
🍄 Project 🗸	4	

8. The applicant dashboard will display the **Project Submission 2024** and **View Project modules**. Click on the **Project Submission 2024** and enter the details and Save to proceed further.

CCRAS SPARK
test 🔵 Online
MAIN NAVIGATION
🕐 Project 🗸 🗸
O Project Submission 2024
O View Project

9. Enter the details asked and **save** to proceed further. However, if any information or document of the project being uploaded needs to be edited,

candidate may click on this link i.e. **Complete your project submission.** 

Add Project

If you have submitted your project, you can complete the process by clicking the link b	elow to finalize your submission: Complete your project submission. You can also edit your project details if	needed.
Guide Name		
Research Area		
Name Of Department		
Title		project title upto 25 words
Introduction		200 Character(s) kemaining
		introduction upto 300 words
		2100 Character(s) kemaining
		objectives upto 100 words
		700 Character(s) Remaining
Methodology		methodology upto 800 words
		5600 Character(s) Remaining
Implications		implications unto 100 words
		700 Character(s) Remaining
References		references upto 300 words
		2100 Character(s) Remaining
Download Application Attestation Form		

10. After clicking on this link i.e. **Complete your Project Submission** candidate will be directed to this window where the option **Edit** will be shown, click on the same and edit the details further instead of registering again in order to avoid rejection due to already existing (duplicate) details.

SPARK ID	Aadhaar No 🎝	Date Created 👫	Guide Name 🗍	Project Title	Student Name 11	Email_ID 1	Mobile No ↓↑	DATE and TIME 41	View 👫	Edit 👫
SPARK/2024/3634/93	4596542161	Nov. 7, 2024	Vasudha V Professor Sri Venkateshwara Ayurvedic College, SVIMS Campus, T T Devasthanam, Tirupati North- 517507, Andhra Pradesh	FDGH	abhii	abhii@gmail.com	456322896	None     None	View	Edit

11. Fill in the **SPARK ID** which is generated on the top left corner of this page for all future references and fill the same on your **Application Attestation Form (Note: If you have missed to download the Application Attestation form in the previous window i.e. page 9 then you can download this form again here as shown below)** and Upload the Documents in PDF format not exceeding than 2mb in the respective fields.

CCRAS SPARK	=			Logged In as: a
abhii 🔍 Online				
	Your SPARK Reference ID IS	SPARK/2024/3634/93		
Project <				
	Please fill the Assertion form and uploa	d others document in Pdf format not exceding than 2mb.		
	Please fill the Assertion form and refer to	the scheme document for the proposal format and do the final submission by updating the relevant documents by clicking the final submit button.		
	Add Project			
	Last Qualifying Exam Marksheet (Note:1st Year/1st Prof. students, upla	ad 12th standard marksheet.)	Choose File No file chosen	
	Guide name		Vasudha VProfessor Sri Venkateshwara Ayurvedic College, SVIMS Campus, T T Devasthanam, Tirupati North-517507, An *	
	Research Area		Literary Research	~
	Name Of Department		Samhita Siddhanta & Sanskrit	*
	Title		FDGH	
			200 Character(s) Remaining	//
	Introduction		DFGH	
			2100 Character(s) Remaining	/
	Objectives		DFGHD	
			700 Character(s) Remaining	
	Methodology		DFGH	
				/
			5600 Character(s) Remaining	
	Implications		DFGH	
			700 Character(s) Remaining	
	References		DFGH	
			2100 Character(s) Bemaining	
	Download Application Att	restation Form		

12. Prior to submitting the form by clicking the **Submit** button at the end, it is recommended to review your filled details thoroughly. Once you have done so, proceed to **submit** the form. (Zoomed view of previous page for submission is shown here for reference).

Download Application Attestation Form

#### Project Synopsis

(Only the registration ID/SPARK ID generated during registration at SPARK site is to be mentioned at every page of proposal as header. Your identity should not be revealed in proposal. Project proposal must be in readable pdf format not exceeding 5mb.)

#### Application Attestation Form

Certificate from College Scrutiny Committee on desired format.)

- Institutional Ethics Committee (IEC) Clearance Certificate
- Institutional Animal Ethic Committee (IAEC) Clearance Certificate

Informed Consent Form

Case Record Form (CRF)

#### Student Questionnare

Kindly merge and upload the PDF)

Forwarding Letter from College Scrutiny Committee

Any other Form (Kindly merge and upload the PDF)

Project Submit Date

Project Submit Time

Choose File No file chosen	
Choose File No file chosen	
Choose File No file chosen	
Choose File No file chosen	
Choose File No file chosen	
Choose File No file chosen	
Choose File No file chosen	
Choose File No file chosen	
Choose File No file chosen	
dd-mm-yyyy	
	0
	U

13. After successful submission, Candidate will be directed to the Dashboard to Review the entered details.

how 10 V entries Search:											
SPARK ID	Aadhaar No ↓†	Date Created ↓↑	Guide Name 🛛 🗍	Project Title ↓↑	Student Name 11	Email_ID ↓↑	Mobile No ↓†	DATE and TIME 11	View 🕼	Edit	
PARK/2024/3575/80	7414725832	Nov. 6, 2024	guide last Assistant Professor Sri Venkateshwara Ayurvedic College, SVIMS Campus, T T Devasthanam, Tirupati North- 517507, Andhra Pradesh	DSDV	Test	test@gmail.com	123456789	<ul> <li>Nov.</li> <li>6,</li> <li>2024</li> <li>3:24</li> <li>p.m.</li> </ul>	View	Edit	

#### 14. Candidate can access the submitted Project by clicking the **View** button.

our project has been successfully submitted!         Show 10 ventries									5	Search:		
SPARK ID	Aadhaar No 🎝	Date Created 🎵	Guide Name 🗍 🗍	Project Title ↓↑	Student Name 🎝	Ema	iLID .I1	Mobile No	D ar J1 T	ATE nd IME ↓↑	View 🎼	Edit 🎚
SPARK/2024/3575/80	7414725832	Nov. 6, 2024	guide last Assistant Professor Sri Venkateshwara Ayurvedic College, SVIMS Campus, T T Devasthanam, Tirupati North- 517507, Andhra Pradesh	DSDV	Test	test	Bemail.com	1234567	89	<ul> <li>Nov.</li> <li>6,</li> <li>2024</li> <li>3:24</li> <li>p.m.</li> </ul>	View	Edit

15. Your submitted project will be viewed as:

Project	
SPARK Reference ID SPARK/2024/3575/80	
Adhar No 7414725832	
Guide Name guide lastAssistant Professor Sri Venkateshwara Ayurvedic College, SVIMS Campus, T	T Devasthanam, Tirupati North-517507, Andhra Pradesh
Research Area Literary Research	
Name Of Department Samhita Siddhanta & Sanskrit	
Project Title DSDV	
Project Introduction DSV	
Project Objective VSDV	
Methodology SFDV	
Project Implication SVD	
Project Reference SVD	
Project_Synopsis	VIEW
Application Assertion Form	VIEW
Institutional Ethics Committee (IEC) for Clinical	VIEW
Institutional Animal Ethic Committee (IAEC) for experimental	VIEW
Informed Consent Form	VIEW
Case Record Form(CRF)	VIEW
Student Questionnare	VIEW
Forwarding Letter from College Scrutiny Committee	VIEW
Any_other_Form	VIEW

16. Click on **Edit** button to edit the details, if any even after successful submission of the Project. **Note: The availability of editing option is time bound only.** 

SPARK ID	Aadhaar No ↓↑	Date Created ↓↑	Guide Name 👫	Project Title ↓↑	Student Name ↓†	Email_ID 1	Mobile No ↓↑	DATE and TIME 1	View ↓↑ Edit ↓
SPARK/2024/3575/80	7414725832	Nov. 6, 2024	guide last Assistant Professor Sri Venkateshwara Ayurvedic College, SVIMS Campus, T T Devasthanam, Tirupati North- 517507, Andhra Pradesh	DSDV	Test	<del>test@gmail.com</del>	123456789	<ul> <li>Nov.</li> <li>6,</li> <li>2024</li> <li>3:24</li> <li>p.m.</li> </ul>	View

**Note:** To retain a record and for reference purposes, one can save a copy of the submitted application form and proposal by the Ctrl + P command.

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Research

### 2. Click on **SPARK** button to open the **SPARK Portal URL:** <u>https://spark.ccras.org.in/</u>

	CENTRAL COUNCIL FOR RESEARCH IN AYURVEDIC SCIENCES Ministry of Ayush, Government of India		Home About Us ~ Research ~ Accreditation RTI ~ Contact Us Mo			
	CCRAS Web Portals	Policies	Publications	Latest Updates		
	Ayush Research Portal	Memorandum of Association and Bye-Laws	Research Journals	Essential Download Forms		
	Ayur Prakriti Web Portal (All Details)	CCRAS Research Policy	Journal of Indian Medical Heritage	Recruitment Corner (Hqrs)		
	Post Doctoral Fellowship (All Details)	IT Policy	CCRAS Newsletter	Recruitment Corner (Institutes)		
	NAMASTE	CCRAS Policy for Commercialisation of Technologies	CCRAS Bulletin	Latest Tenders		
	PG STAR	CCRAS Guidelines for Internship, Guideship and Sho term training exposure visits	CCRAS Hindi Magazines	CCRAS Notices		
F N F S E	SPARK <		IEC Publications	CCRAS-AGNI		
	E-BOOKS		Ayurveda Handboooks	CCRAS Calendar of Activities		
			Annual Publications	CCRAS Technical Report Series		
			Books/Publications	Other Updates		
			General Guideline Series			
			Glimpses of CCRAS Contributions (50 Glorious Years)			

### 3. You can click on the **About** button on the SPARK portal to know about the CCRAS SPARK Scheme.

	<u>H</u>	Home → About Instructions Contact Login Register FAQ
	This was der Minder für	iliacen va genileli segene ene
Welco	me to CCRAS-SPARK	
GET STARTED		साध रियो कि बन मिला मिल

4. New users, click on **Register** button to open the **Registration form.** 



#### 5. Fill out the **Registration Form** and then click on the **Register** button to complete the process.

	SPARK-R	egistration				
1. Guide/Mentor registration is mandatory prior to student registration. 2. Only 2 students are allowed to register under one guide/mentor.						
(* for mandatory fields)	Registe	r yourself				
Username *		Email address *				
Username Required 150 characters of fewer Letters digits only	Ĩ	Email				
Required. 150 characters of fewer. Letters, digits only.						
Enter password	<b>a</b>	Re-enter Password	<del>ب</del>			
<ul> <li>Your password can't be too similar to your other person</li> <li>Your password must contain at least 8 characters.</li> <li>Your password can't be a commonly used password.</li> <li>Your password can't be entirely numeric.</li> </ul>	al information.					
First name*		Last name*				
First Name	A	Last Name	<u>A</u>			
Mobile*		Aadhaar No*				
	Δ		A			
If Addhaar is not available, write the ID number of a     *The IDs are just for internal use only* Date Of Birth* dd-mm-yyyy	III (PAN/Voter ID/ Pass)	Gender*	~			
State*		District*				
	~		~			
Address Line1*						
Address Line2						
		Dill as do t				
City ^		PIN code ^				
Nationality *		Enrolling as a				
Indian	~		~			
College Name *						
			*			
State *						
		-				
		<b>↓</b>				
Register						
Already have an account?						

6. After successful registration, click on the **login** button for sign up.



7. Enter your **Login Credentials (Username** and **Password)**, and then click the **Login** button to proceed.



8. After logging in successfully, Guide will be directed to Guide dashboard, where they can view the submitted project by student (if any).

SPARK ID	Student Name 1	Guide Name	College Name	Project Title 🎝	View ↓↑
SPARK/2024/3575/80	Test	guide lastAssistant Professor Sri Venkateshwara Ayurvedic College, SVIMS Campus, T T Devasthanam, Tirupati North-517507, Andhra Pradesh	Sri Venkateshwara Ayurvedic College, SVIMS Campus, T T Devasthanam, Tirupati North- 517507, Andhra Pradesh	DSDV	View
SPARK ID	Student Name	Guide Name	College Name	Project Title	View
Showing 1 to 1 of 1 entries				Previous	1 Next

9. Furthermore, you can view the submitted project by clicking on **View** button.

SPARK ID	Student Name 🎝	Guide Name	ļţ	College Name	Project Title	↓↑	View 🕸
SPARK/2024/3575/80	Test	guide lastAssistant Professor Sri Venkateshwara Ayurvedic College, SVIMS Campus, T T Devasthanam Tirupati North-517507, Andhra Pradesh	١,	Sri Venkateshwara Ayurvedic College, SVIMS Campus, T T Devasthanam, Tirupati North- 517507, Andhra Pradesh	DSDV	<b>→</b>	View
SPARK ID	Student Name	Guide Name		College Name	Project Title		View
Showing 1 to 1 of 1 entries					Previo	JS	1 Next

#### 10. The submitted project will appear as follows:



**Note:** To retain a record and for reference purposes, one can save a copy of the submitted application form and proposal by the Ctrl + P command.