Guidelines for Submission of SPARK Proposals for 2023-24 session

A. Guidelines for Students: Following steps are to be followed-

1. Open the CCRAS website on any browser using URL: http://ccras.nic.in/ and click on SPARK to open the SPARK Portal URL: https://spark.ccras.org.in/

SPARK Portal URL: https://spark.ccras.org.in/

2. Click on Login button to open the login page for sign up.

3. Sign up to the portal by clicking on the **sign up** button.

4. Enter the required details for registration to sign up on the portal.

5. After successful registration, again login to the account by entering the login details.

6. After successfully login to the portal the student dashboard will open having **Add Project**, Add Bank Details, View Project and Submit Report modules.

7. To Add project on the portal click on **Project button** to open the dashboard.
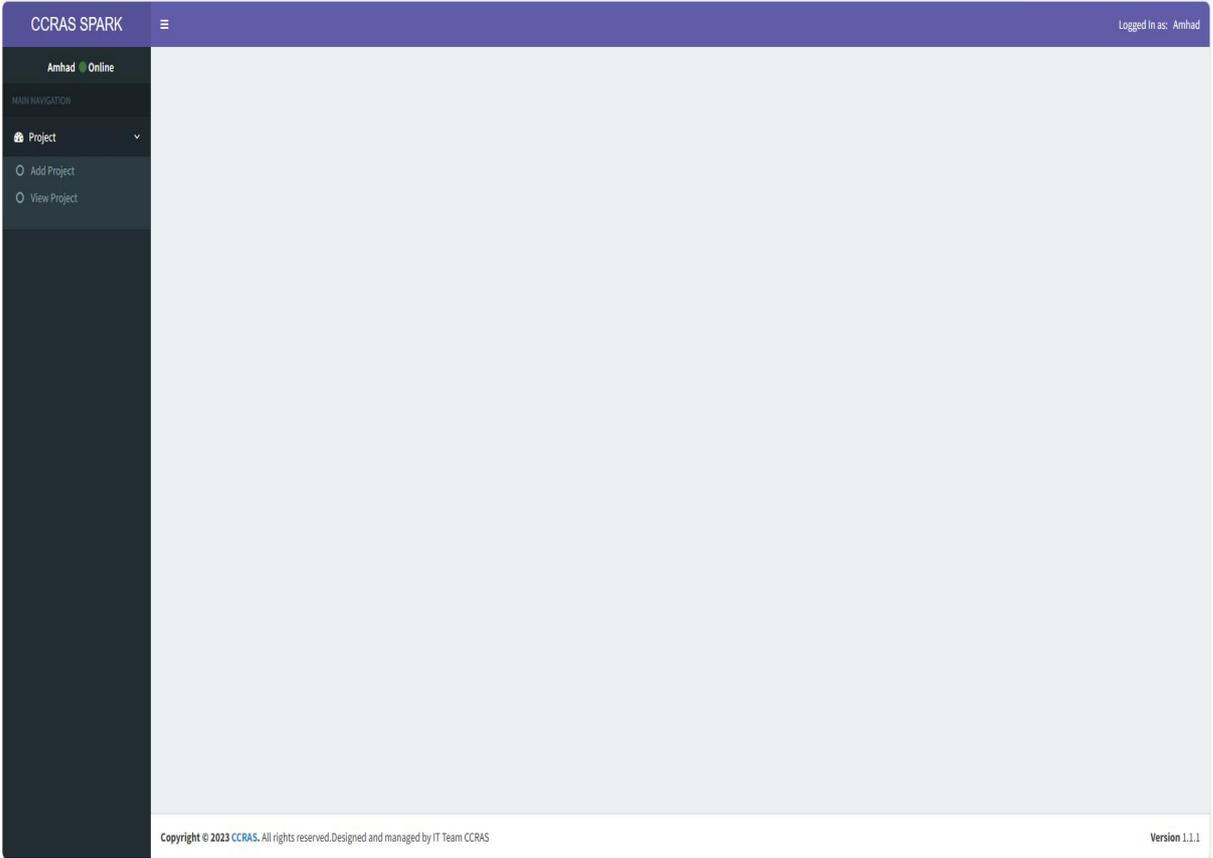
8. Click on Add Project button to enter the details.

9. Click on Download Assertion Form to download Assertion form. Take the print out of the form and fill the required details. Prepare a PDF file of the duly filled Assertion form (File not exceeding 2 MB).

10. Click on Save button to save the details. The required documents have to be uploaded in the respective field.

11. Upload the PDF file of the documents in the respective field. Size not exceeding 2 MB.

Download_Assertion_Form

Project Synopsis   Choose File | No file chosen

Assertion Form   Choose File | No file chosen
(Certificate from college Scrutiny Committee on the letter head of college)

Objective   Choose File | No file chosen

Institutional Ethics Committee (IEC) for Clinical   Choose File | No file chosen

Institutional Animal Ethic Committee (IAEC) for experimental   Choose File | No file chosen

Informed Consent Form   Choose File | No file chosen

Case Record Form(CRF)   Choose File | No file chosen

Student Questionnare   Choose File | No file chosen
(Kindly merge and upload the PDF)

Any other Form   Choose File | No file chosen
(Kindly merge and upload the PDF)

Submit

12. Click on Submit button. The portal will be directed to the dashboard to review the details entered.

SPARK ID	Aadhaar No	Date Created	Guide Name	Project Title	Student Name	Email_ID	Mobile No	DATE and TIME	View	Edit
									View	Edit
SPARK ID	Aadhaar No	date_created	Guide Name	Project Title	Student Name	Email_ID		Mobile No	DATE and TIME	View	Edit

Show 10 entries   Search:

Showing 1 to 1 of 1 entries   Previous 1 Next

13. Click on the View button to view the submitted project. The submitted project will be viewed as
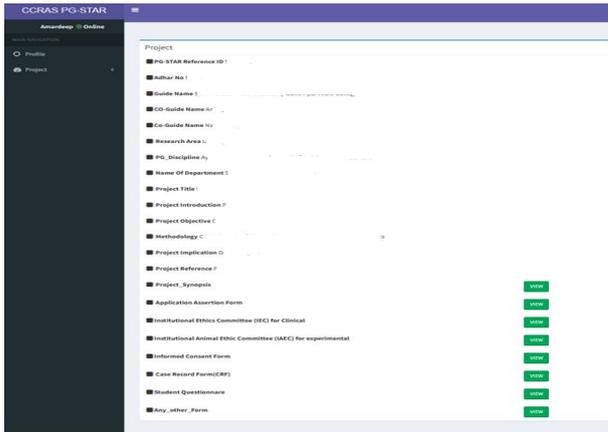
14. Click on Edit button to edit the details, if any.
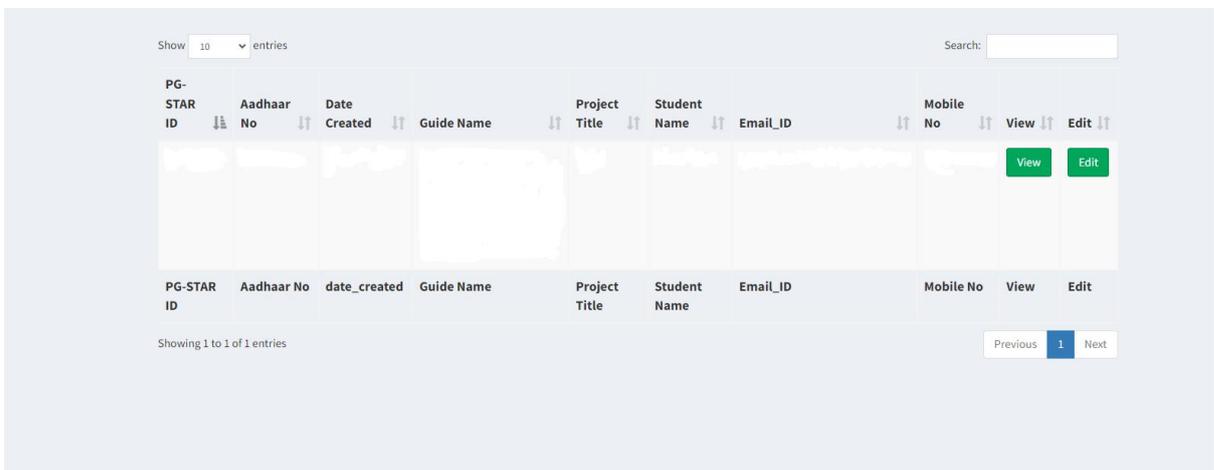
15. The dashboard will be viewed as below where you may edit the details if required. Click on save button to save the details.
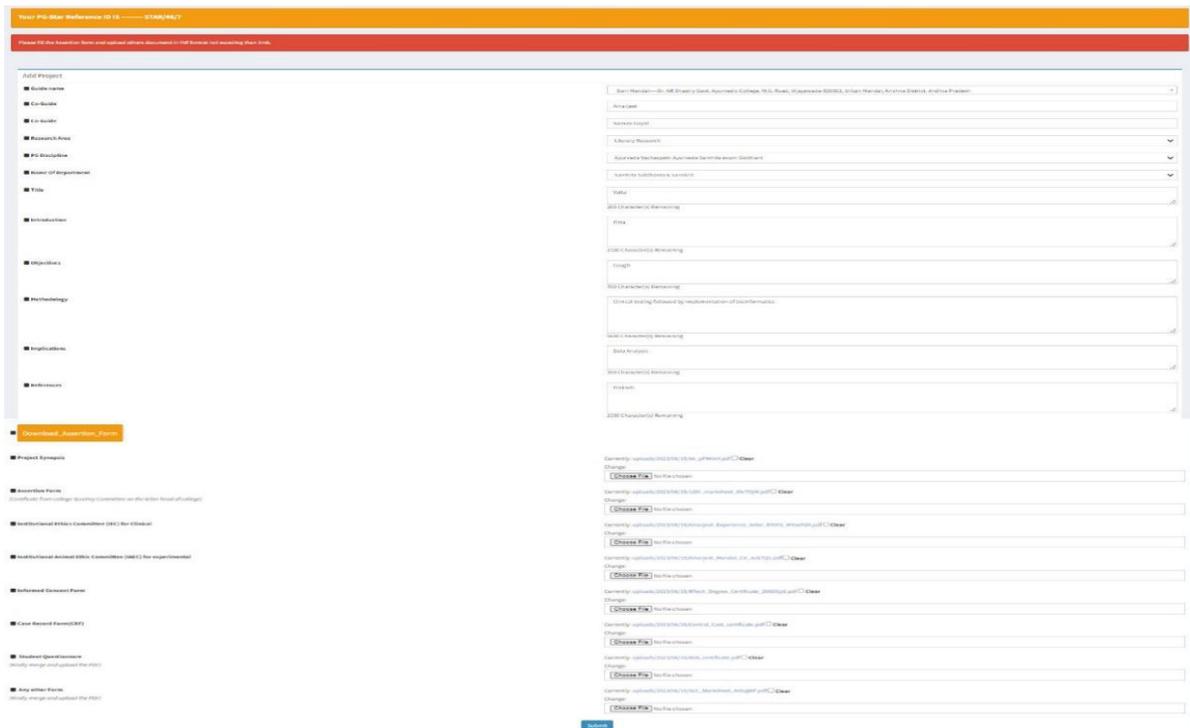
16. Click on Add Bank details button in the Project module

17. Add the bank details as per the required fields.

18. Click on View Project button in the Project module to view the project if required.

19. To submit the interim progress report and final progress report of the Scholarship, click on Submit Report button in the Project module to submit the report.

B. **Guidelines for Guide/Supervisor:** Following steps are to be followed-

1. Open the CCRAS website on any browser URL: http://ccras.nic.in/ and click on SPARK to open the SPARK Portal URL: https://spark.ccras.org.in/

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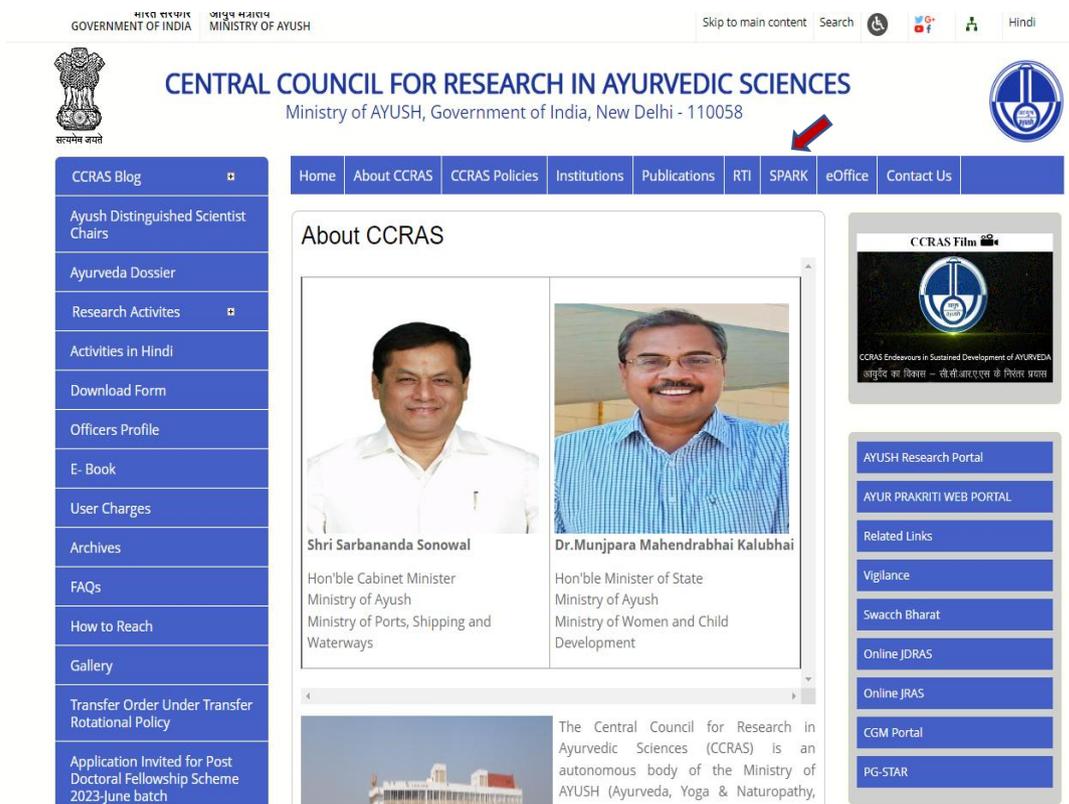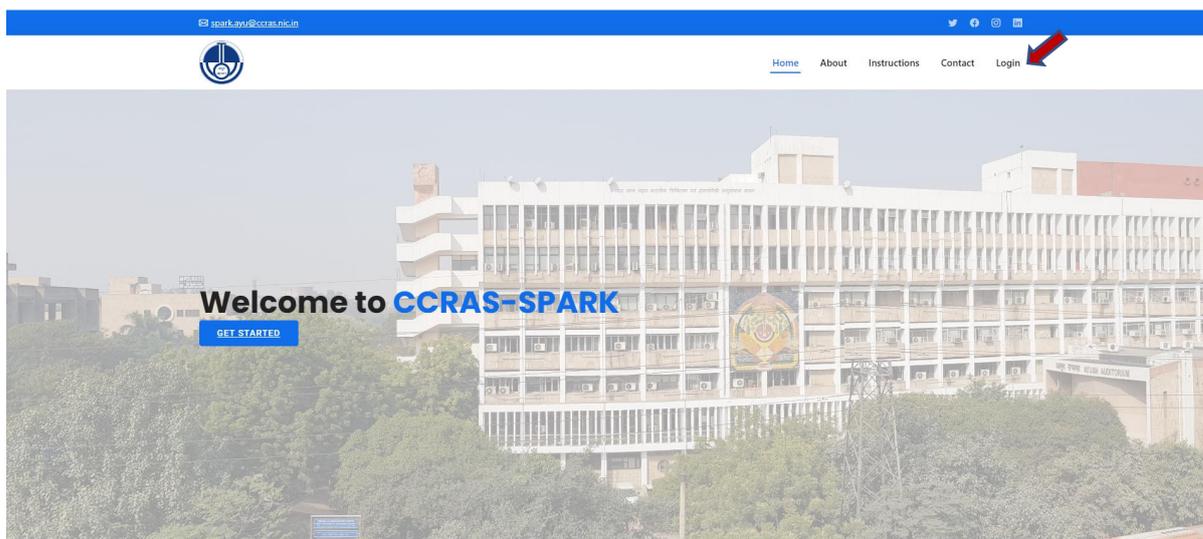
2. Click on About button on the SPARK portal to read about the SPARK Scheme

3. Click on Login button to open the login page for sign up.
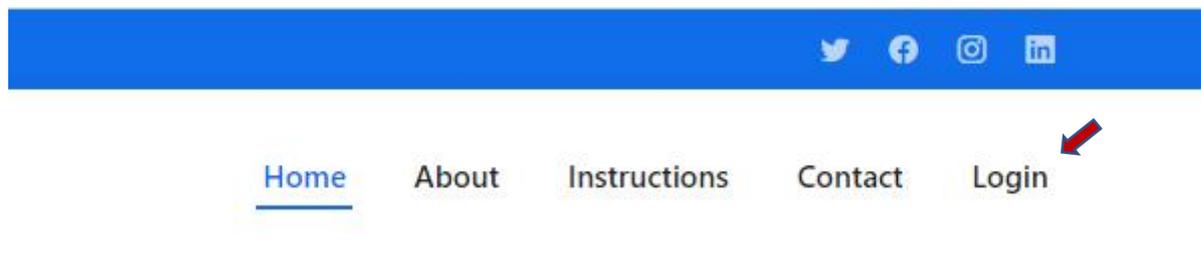
4. Sign up to the portal by clicking on the sign up button.

5. Enter the required details for registration to sign up on the portal.

6. After successful registration, again login to the account by entering the login details.

7. After successfully login to the portal the Guide dashboard will open, where the details of the project submitted by the student can be viewed.

Note: A copy of submitted application/proposal may be downloaded for record and reference.