Overview

This manual explains the many ways in which to use the site in order to get the most out of our vast resource. For all further questions, please get in touch with the SCIENCE AND ENGINEERING RESEARCH BOARD, GOVERNMENT OF INDIA- accelerate.vigyaan@serb.gov.in
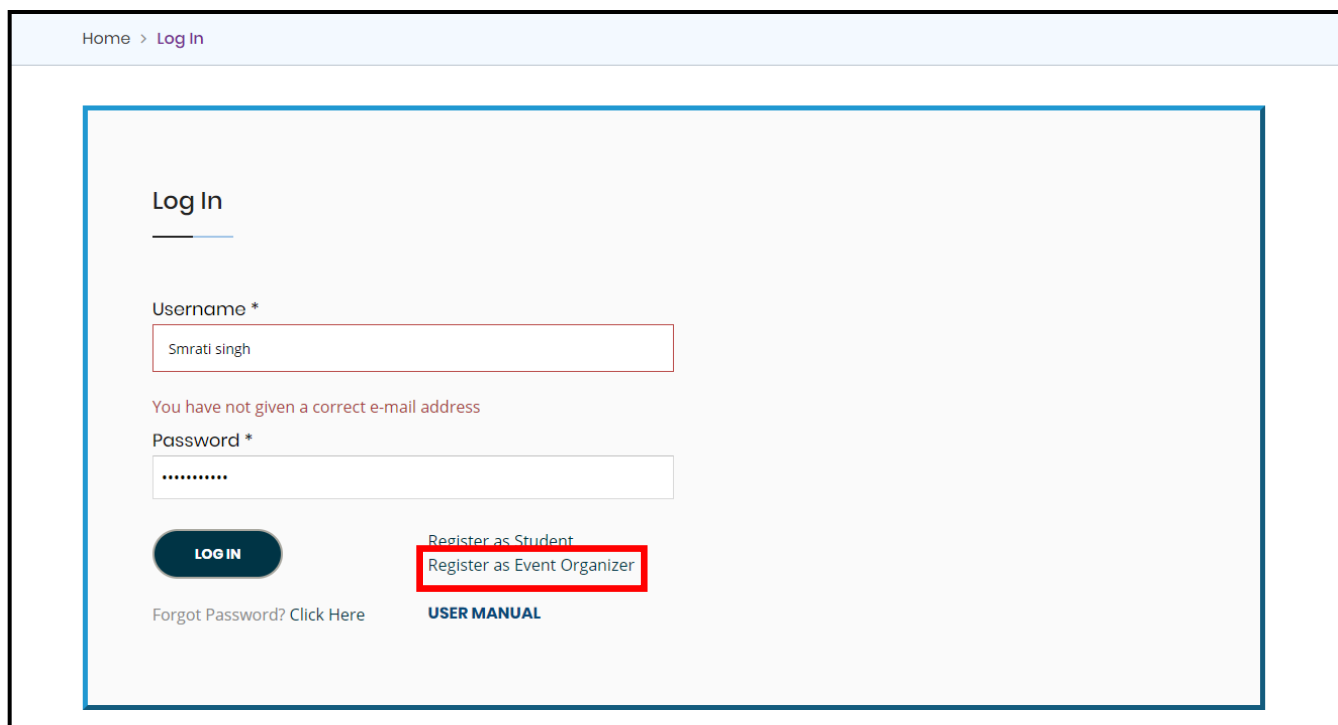
Event Organizer (EO) Registration

Event Organizer needs to register first in order to apply for programs. For users/Event Organizers who have never registered before need to follow these steps to register.

I. Go to website URL www.acceleratevigyan.gov.in and click Login (on top right of the page.

On next screen Click "Register as Event Organizer".

II.   Fill Sign-up form and click "Next".

Sign-Up

Sign-Up

User ID (Official Email ID) *
Enter your official email

Alternative Email ID

Phone Number *
Enter your contact no

Gender *
Male

Title *
Mr.

Event Organizer (EO) Name *
Enter EO Name

Password *
Enter your password

At least 6 alphanumeric characters with uppercase and special characters

Category *
Gen

Date of Birth *
mm/dd/yyyy

NEXT

III. Fill the next detailed Sign-up form and click "NEXT".

Sign-Up

Status of Institute *

Central Govt. Institute / Aided Institute / College / Industry / Labora ▼

Institution *

Enter your institution

Department / Centre

Enter your department

Designation *

Enter your designation

Upload ID-Proof* (Max Upload File Size: **2MB**)

Do you have Aadhar? Yes:● No: ○

Choose File   No file chosen

ID-Proof Number *

ID Proof Number

Upload Photo * (Max Upload File Size: **2MB**)

Choose File   No file chosen

Differently Abled? *

No ▼

Upload Resume * (Max Upload File Size: **2MB**)

Choose File   No file chosen

State *

Enter institute state

City *

Enter institute city

Pincode *

Enter institute pincode

Address

Enter institute address

Nationality

Indian ▼

BACK   NEXT

IV. Preview entered information and attached files, Edit information (if needed) by clicking "EDIT", and then click "SUBMIT".

On successful registration a confirmation message appears like the one below.
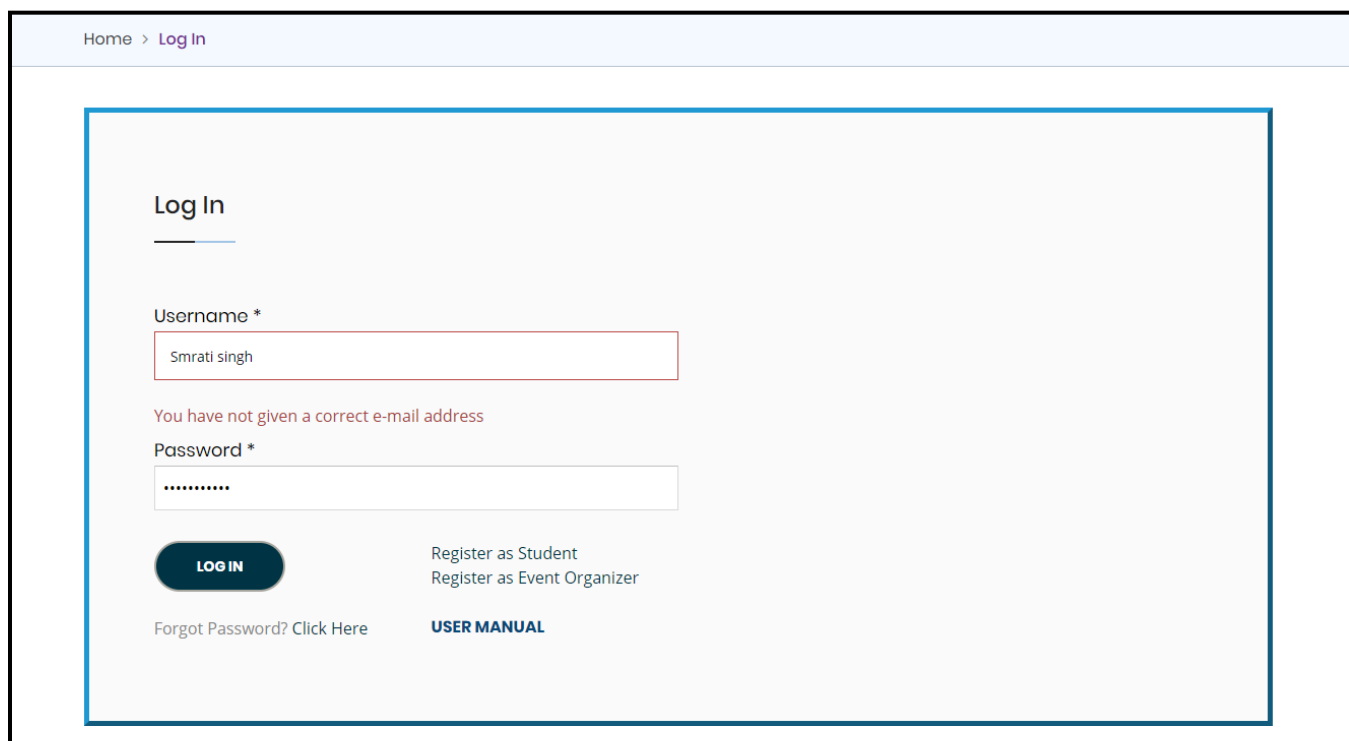
An email will also be sent to the email ID registered at this step, this email will contain a verification link. Kindly click on the same and verify the email ID. Only after the email ID is verified will you be able to login to the portal.
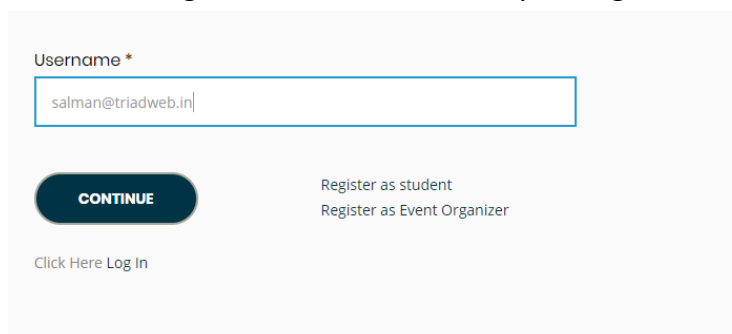
Event Organizer Login

Go to website link and click" Login"
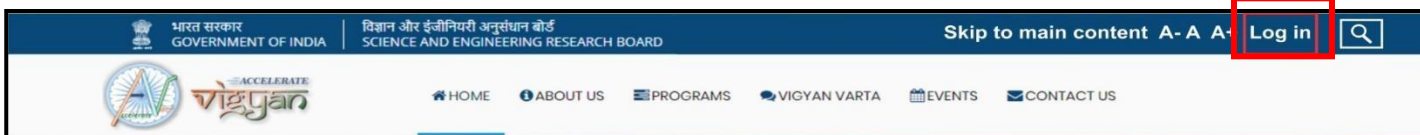
I. In the Login fields fill the Username and password created at the time of Registration and click "LOGIN".

II. If you have forgotten your password
Click on Forgot Password and submit your registered email ID.

A mail will be sent to your email-id (the same email-id that you provided at the time of your registration) consisting of your new password. After getting new password, you can login again by following step II.

Apply for a Program

When a user logins, s/he is directed to his dashboard. On the dashboard are two ways to apply for a program. Event Manager can apply for a program in two ways

I. First way User can click 'Programs' from the side pane present in left of dashboard.

II. **Second way** is by clicking Programs, all the available programs appear on the Dashboard. On clicking a particular program, user will see Terms and Conditions for that program. After reading and agreeing to the terms and conditions, Click "Next" to proceed. User can choose any way and proceed as below.

III. Click "Apply Now" to apply. User can also go to last page and re-read all the terms and conditions by clicking "Previous"
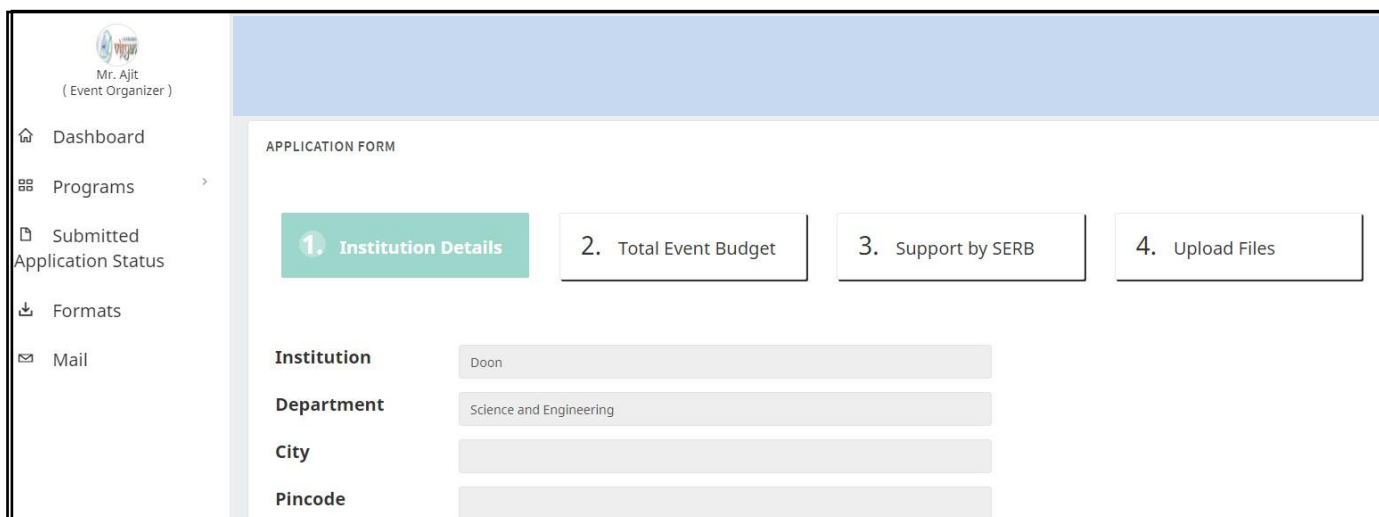
IV. After clicking Apply Now, a form will appear. Fill all the details
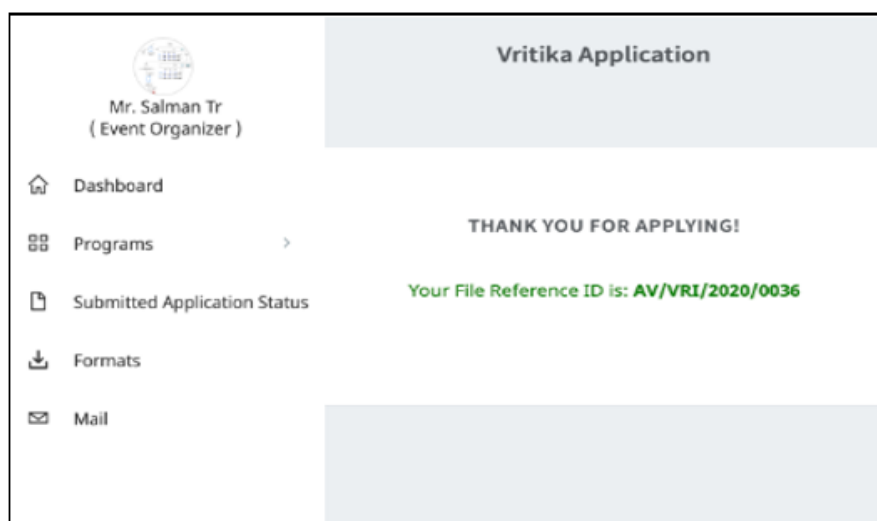
- Institution Details
- Total Event Budget
- Budget Requested
- Upload files

User has to fill all the parts in sequence and click next for subsequent parts. After filling the last part of the form, user can preview the entered information or go to previous part of the form to edit it if needed. After filling and previewing entered information, click "Submit" to submit application for this program.
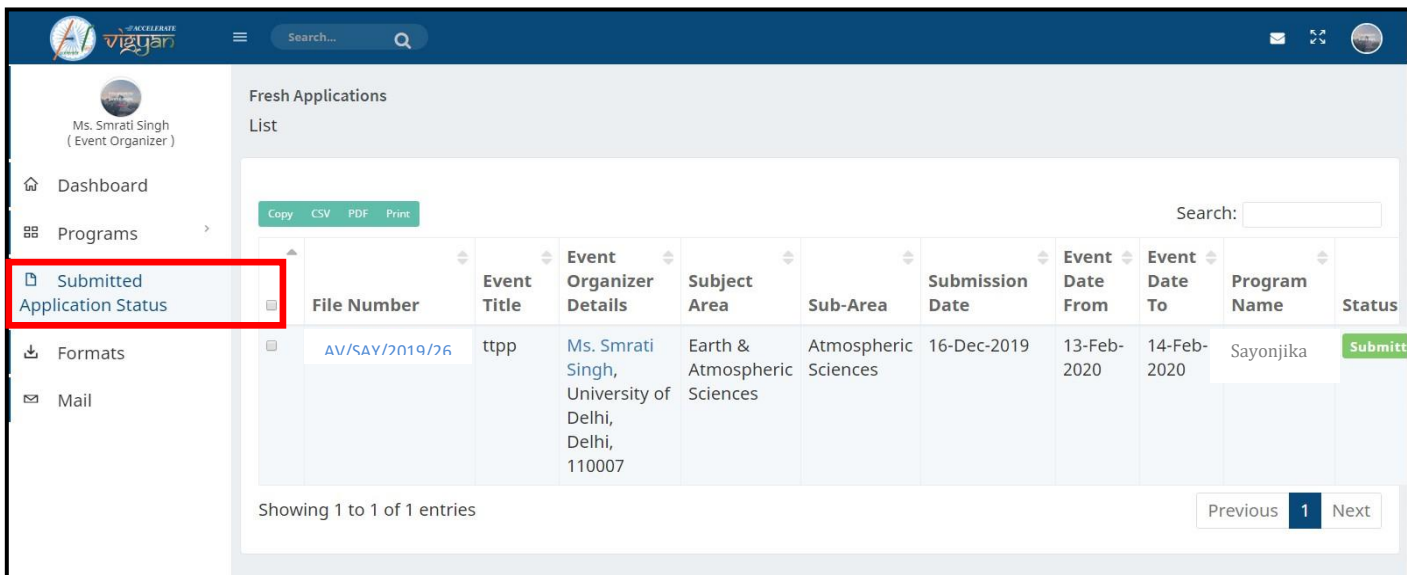
After submitting application, success message appears with your file reference ID. This reference ID is unique for every application.

View Submitted Application Status

I. To view status of an application, Click Submitted Application Status on the left pane of the dashboard. You can also view other information here.

Click on the" File number" to view detailed information about the application. Click "Print" to Save / Print the application form.

Supporting Document Formats & EMails

I. To view the format of files that are uploaded during application process, Click "Formats" on the left pane of the dashboard and download the required format.

II. You can refer the screen below to send emails to concerned authorities from the portal itself.

Manage Profile (EO)

I. To view your profile, Click your Profile picture on the top right corner of the dashboard, and click "Profile"
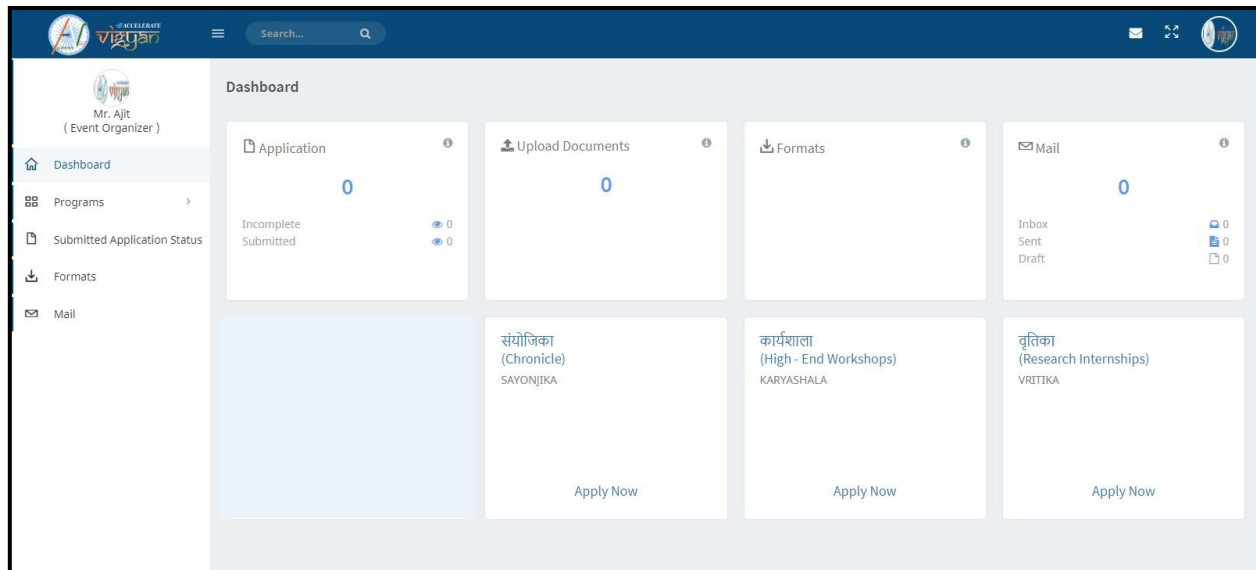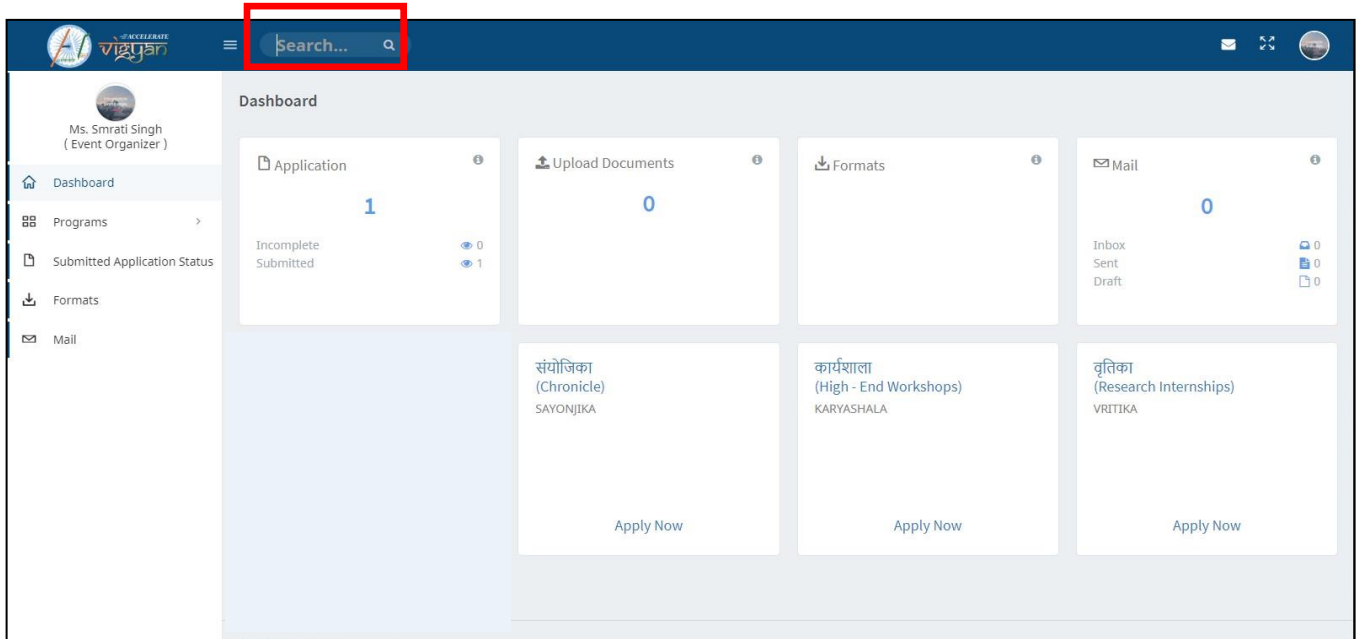

II. To change password, Enter old and New password and then Click "Update"
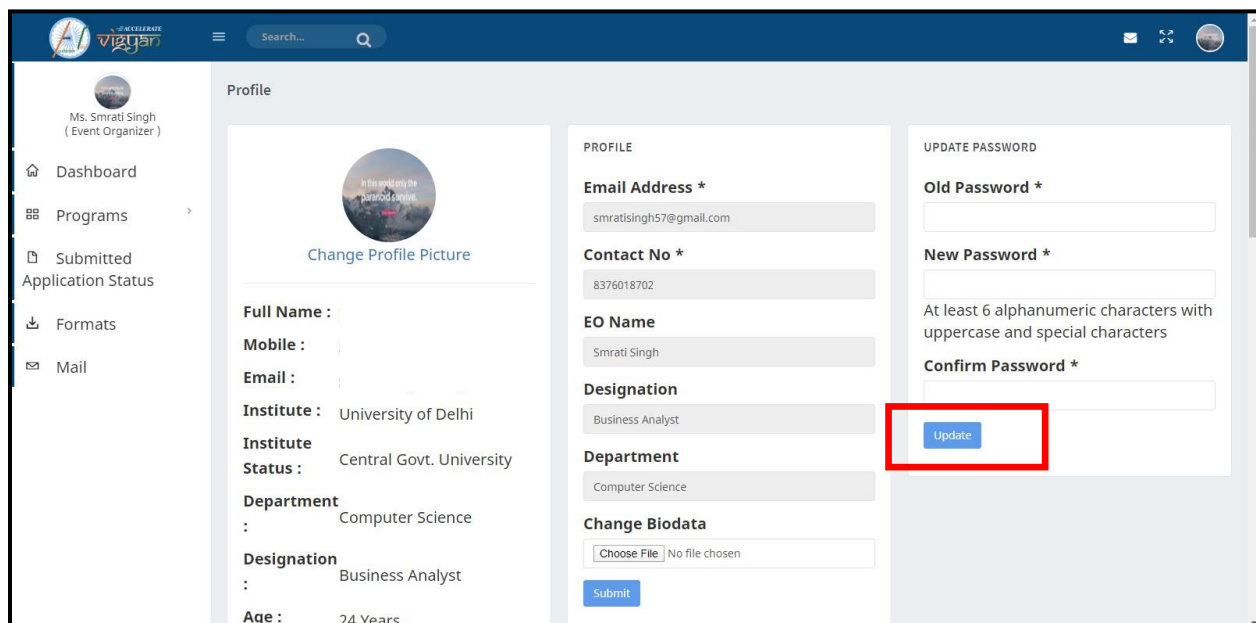
Search a Program

I.   To Search a program go to search bar on the dashboard and type the program
     name you want to search.