

# SDC-VTOP Seed Grant Project Manual



**VIT**<sup>®</sup>  
**UNIVERSITY**  
(Estd. u/s 3 of UGC Act 1956)

Software Development Cell

## VTOP Help Manual for Seed Grant Project – Faculty

**FOR FACULTY** (Principal Investigator who is going to apply for Seed Grant Project)

1. Login <https://vtop.vit.ac.in/> with VTOP Credentials and Switch to “FACULTY” role.  
**Click on Research -> Seed Project -> Seed Grant Application.**

Seed Grant Info

Employee ID*	XXXXXXXX
Name*	XXXXXXXXXX
School*	XXXXXXXXXX
Project Title*	Project Title
Estimated Budget (In Rupees)*	Estimated Budget (Rs.) - Don't use Comma or spaces
Duration in Months*	Duration(Enter months in number only)
Details about SEED grant received Previous Years and outcome*	Details Outcome(MAX:4000 Characters)

\*marked fields are mandatory

Save & Continue

Application Progress

Seed Grant ID	Project Title	Project Duration(Months)	Application status	Step 1	Step 2	Step 3	Edit	Delete	Details
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# SDC-VTOP Seed Grant Project Manual

- To apply for new Project , Enter **Seed Grant info** details and click “Save and continue”

**Note :** All fields are Mandatory.

Seed Grant ID	Project Title	Project Duration(Months)	Application status	Step 1	Step 2	Step 3	Edit	Delete	Details
			No Record Found						

- Click “add Co-investigator” button to add convestigators. Else you can skip the step.

### Seed Grant Project Application

ID: SG20200005

1 2 3

#### Co-Investigators Details

Coinvestigator No	Seed Grant Project ID	Coinvestigator Reg No	Coinvestigator Name	Coinvestigator School
No Record Found				

Add coinvestigator

Previous Save & Continue

#### Application Progress

Seed Grant ID	Project Title	Project Duration(Months)	Application status	Step 1	Step 2	Step 3	Edit	Delete	Details
SG20200005 (Pending)	rrer	33	Submission	✓	⚠	⚠	✎	🗑	⌵
SG20200004	new test	55	In Review	✓	✓	✓	-	-	⌵
SG20200003	accept comments validatio	22	Accepted	✓	✓	✓	-	-	⌵

# SDC-VTOP Seed Grant Project Manual

## Add Co-investigators

Principal Investigator: p000x

Add Co-Investigator: 1 Info (Optional)

EMPLOYEE ID*	<input type="text" value="empid"/>
Name of the Co Investigator*	<input type="text" value="Investigator Name"/>
Email*	<input type="text" value="Email"/>
Contact number*	<input type="text" value="Contact number"/>
Designation*	<input type="text" value="Designation"/>
School*	<input type="text" value="School"/>
Address*	<input style="height: 40px;" type="text" value="Address"/>

\*marked fields are mandatory

Submit
Go Back

### Existing Co-Investigators

Coinvestigator No	Seed Grant Project ID	Coinvestigator Reg.No	Coinvestigator Name	Coinvestigator School

Click “Go Back “ to continue with application

4. Upload the **Complete project proposal** file in the next tab.

**Note :** File should be PDF format.  
File size should be less than 3MB.

## Seed Grant Project Application

ID: SG20200005 1 2 3

File upload

Complete project proposal as per funding agency format\*

Choose File
No file chosen

Note : 1. File should be PDF format  
2. File size should be less than 3MB.

\*marked fields are mandator

Previous
Submit

#### Application Progress

Seed Grant ID	Project Title	Project Duration(Months)	Application status	Step 1	Step 2	Step 3	Edit	Delete	Details
SG20200005 (Pending)	rrer	33	Submission	✓	✓	⚠	✎	🗑	⌵
SG20200004	new test	55	In Review	✓	✓	✓	-	-	⌵
SG20200003	accept comments validatio	22	Accepted	✓	✓	✓	-	-	⌵

5. You can track the tabs completed by an icon in the table below. Icon indicates the Unfilled Tabs.

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6. Once all parts have been filled, Click submit button to complete the Seed Grant Project Application.

➤ **The Faculty will receive email confirming the Submission of the application.**