FAQs related to Endorsement/PDA/Projects through SAMARTH portal

It has been observed that some points and doubts need to be clarified vis-à-vis the process of applying for the endorsement through SAMARTH portal (https://iitbhu.samarth.ac.in/index.php/site/login) as it has been made mandatory since 01 May 2025. So, moving ahead with the **Guidelines for using Samarth RPMS** (https://www.iitbhu.ac.in/dean/dord), following are the clarification against the FAQs:

(i) Whom to consider PI & Co-PI on SAMARTH portal if the endorsement is related to the Fellowship/NPDF/Women Scientist?

➡ If the endorsement is related to the Fellowship/NPDF/Women Scientist, consider Mentor/Supervisor as PI & Applicant Fellow as Co-PI of Other Institution on the SAMARTH portal. In such cases, proposal & CV of the Fellow/NPDF/Women Scientist is required to be combined into a single pdf & should be uploaded in proposal upload section.

(ii) How to fill the PI & Co-PI details on SAMARTH portal and apply for endorsement if the PI hails from Institute other than IIT(BHU) while the Co-PI is the IIT(BHU) faculty?

➡ Since the current provisions of the SAMARTH system allows only PI to apply through the SAMARTH portal so Co-PI of the project [who is an IIT(BHU) faculty] can fill his name in PI section of the portal and details of PI of the project can be filled in the Co-PI section on the SAMARTH portal. While doing so, Designation of PI of the project can be filled as PI & Professor (or whichever post).

(iii) Whether the attestation of HoD/Coordinator is required on Endorsement letter?

➡ Yes, the endorsement letter needs to be attested by HoD/Coordinator which can then be uploaded on SAMARTH portal for endorsement from Dean, R&D.

(iv) Is the process of applying for endorsement complete after filling project & PIs/Co-PIs details?

➡ The application/request process is complete only after filling project details, PIs/Co-PIs details & filling funding details as well (Overhead amount is mentioned for the combined duration of the project). Also, final submission of the request by ticking the checkbox in preview section and clicking submit button so that completed requests shows up explicitly on the SAMARTH portal.

(v) Does only endorsement copy need to be uploaded on the SAMARTH portal for Endorsement?

➡ Apart from a copy of Endorsement, PI/Co-PI have to also upload a copy of proposal in upload proposal section on SAMARTH.

(vi) Will the approved copy of endorsement be sent through email to PIs/Co-PIs ?

➡ No, the approved copy of Endorsement will be uploaded on the SAMARTH portal itself in the reference id of the related requests. PIs will be receiving a mail that endorsement has been uploaded and they can download the approved copy by navigating into the related reference id on SAMARTH.

(vii) Is the endorsement letter to be uploaded without letter head?

➡ The Endorsement letter should be on the letter head of Dean, R&D of IIT(BHU) or as per the funding agencies format/requirement.

(viii) Does it also require to submit a hard copy of the endorsement in R&D office?

➡ No, there is no need to submit hard copy of the endorsement in R&D office. All the approval process involved will be carried on the SAMARTH portal only.

(ix) What if the funding agency name doesn't show up on the SAMARTH portal while applying for the Endorsement?

➡ If the name of funding agency doesn't show up while searching, PI/Co-PI should approach Office of the Dean, R&D (by email or phone) for adding the funding agency details. The requested details will then be fed into the portal on the same day itself.

(x) How to know if there is any objection against the endorsement request?

➡ Any objection or query associated with the endorsement or its details will be showing in the reference id created on the SAMARTH portal. So, PI will received a mail and can check the status of his request & clarify any query/objection if raised on the portal.

(xi) Will the PDA balance reflect on the SAMARTH portal of PI/Co-PI?

➡ PDA balance will be reflecting on the SAMARTH portal for those PIs/Co-PIs who have at least one project registered after 05.10.2024 (i.e. the projects having serial no./project registration no. 605 onwards). For other PIs/Co-PIs who have not any project registered before 05.10.2024 can contact Office, Research & Development, IIT(BHU) through email (office.dord@itbhu.ac.in) or office phone for PDA balance.