रक्षा नवाचार संगठन DEFENCE INNOVATION ORGANISATION Innovations for Defence Excellence रक्षा उत्कष्टता के लिए नवाचार

रक्षा मंत्रालय MINISTRY OF DEFENCE भारत सरकार रक्षा उत्पादन का विभाग DEPARTMENT OF DEFENCE PRODUCTION GOVERNMENT OF INDIA

ONLINE PORTAL PROGRAM MANAGEMENT MANUAL



A Comprehensive 4 part guide to ensure accurate data acquisition, storage, tranche disbursement and project management approach, tailored to meet the rising demands for iDEX projects



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ONLINE PORTAL PROGRAM MANAGEMENT MANUAL

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MINISTRY OF DEFENCE Government of India

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Introduction to iDEX Grant Disbursement and Data Management Portal

1. Brief about the portal:

iDEX aims at creation of an ecosystem to foster innovation and technology development in Defence and Aerospace by engaging Industries including MSMEs, start-ups, individual innovators, R&D institutes & academia and provide them grants/funding and other support to carry out R&D which has good potential for future adoption for Indian defence and aerospace needs. iDEX is funded and managed by a 'Defence Innovation Organization (DIO)' which has been formed as a 'not for profit' company as per Section 8 of the Companies Act 2013 for this purpose, by the two founder members i.e., Defence Public Sector Undertakings (DPSUs) -HAL & BEL. iDEX functions as the executive arm of DIO, carrying out all the required activities while DIO provides high level policy guidance to iDEX. In order to collect data, validate and disburse grants to our winners an online portal exists which envisions a digital process and transaction for our Defence India Startup Challenge (DISC) and Open Challenge (OC) winners.



Fig. 1. Home page of iDEX

Access to the portal:

- Step 1: On your browser search for the following website <u>https://idex.gov.in/</u>.
- Step 2: Once website is loaded, click on Login tab which is visible on right hand top corner of the home page.

Step 3: Once the page is loaded, it will display two editable boxes where registered email id and password is required to entered to access respective user accounts. Once data is entered, select the check box to verify that you are human and click Login.

Note:

There are various accounts for accessing the portal

- a) DISC/OC Winner User account
- b) Partner Incubator account
- c) Nodal Officer account
- d) DIO Admin & Officers accounts (CEO, CFO, COO, GMC & PDs/PEs)

2. Data Dashboard:

Once logged in, the statistics is visible on the dashboard. The various tabs available are

- a) Grant Disbursement
- b) Grant Diligence
- c) Product Management

a) Grant Disbursement:

The grant disbursement tab consists of subtabs namely stats (available only in DIO user account), dashboard, DISC Winner and spark details. The dashboard displays the list of projects registered with each user and the current status of each project in respective milestones. It also displays the status of the assessment and the relevant details of distribution of tranche amount expected to be released from milestone 0 to 5.

The DISC winner tab provides the details of registered DISC winners along with the contact details. Spark details provides basic details of the winner, DIO & NO details, challenge details, Product Development Budget (PDB) details along with uploaded files of respective startup/MSMEs AoA, MoA and SPARK Agreement.

For SPARK Scheme details visit the following link:

https://idex.gov.in/sites/default/files/2020-09/5d5fc4f2c701def4b72aad9c_SPARK_-Support_for_Prototype_and_Research_Kickstart_in_Defence_framework_under_iDEX.pdf

	Grant Disbursement 🔨
	Stats
	Dashboard
	DISC Winner
s r	Spark Details
5	💼 Grant Diligence 🔹 🔺
t	Dashboard
e e	💼 Product Management \land
	PDS Completeness
)	PDS MVP Compliance
5	TRL Assessment
, d	MVP Dev Progress
<	



b) Grant Diligence:

The grant diligence tab consists of the following activity tabs

- Milestone tracker (Provides elaborate track record of each milestone)
- Diligence status (Provides in-depth information of each tranche released)
- Action to be taken

Under Action to be taken, exists a diligence checklist which consists of milestone-based packages. Under the check list multiple views such as Innovator MS Completion Package, Partner Incubator (PI) Assessment, Nodal Officer (NO) Assessment and DIO assessment & Grant Disbursement. The MS completion package is handled by the innovator and is required to enter the required milestone details regrading to work breakdown structure and the financial aspects of the relevant milestone. The details saved under the package will be available for the respective officials to review and grant approval. The PI assessment allows the respective PI attached with the winner to grant their respective approvals based on assessment in the innovator MS completion package. The same goes for the NO assessment. But the DIO assessment will be involved in deciding whether the tranche is to be released to respective innovator provided they are cleared in all the assessments.

c) Product Management

This tab is highly crucial in verifying the current status of product development stage and the respective TRL and MVP compliance is reached in respective milestones by the innovator and is verified by the PI and NO.

For detailed information on how product management is to be executed, please use the following link for the respective guidelines-

https://idex.gov.in/sites/default/files/2020-11/PMA_Guidelines_IDEX.pdf

The manual is basically divided into four sections / parts for portal access and utilization:

PART A – Innovator /DISC/ OC Winners

- PART B Partner Incubators
- PART C Nodal Officer / Agency
- PART D DIO Team



PART A

INNOVATOR / DISC / OC WINNERS

PORTAL ACCESS & DATA ACQUISITION

A. New SPARK Agreement Breakdown

As per the new format / version of the SPARK agreement, the following are the contents and requirements to fulfil the agreement and data logging on the portal.

- 1. Spark Agreement Legal Clauses
- 2. Annexure A- Summary of Grant Appraisal
- 3. Annexure B- Product Concept and Definition
- 4. Annexure C- Statement of Provisional Product Development Budget & Matching Contribution
- 5. Annexure D- List of Enclosures & Exhibits
- 6. Annexure E- Product Development Completion Report
- 7. Annexure F- Precedence Requirement List
- 8. Annexure G- Project Deliverables
- 9. Annexure X- Framework for setting Milestones for SPARK Grantees
- **10**. Annexure Y- *Product Development Budget Categories of Expenditures*
- 11. Annexure Z- Certificate for Grant Utilisation and Product Development

Expenditure

12. Table A

	<u>Annexure A</u> SUMMARY OF SPARK GR	<u>A</u> ANT APPRAISAL						
1	Name of Primary Applicant					RED -	- Require	ed data for porta
2	Challenge Title						• • • •	
3	Product Development Budget (Provisional) Prime Costs = Rs					BLUE	– Guide	elines
	Primary Overheads = Rs.		Completed	SPARK	Matching	Matching	Past	Comments
	Secondary Overheads = Rs.		Milestone	Grant	Contribution	Contribution	Expenditures	
	TOTAL = Rs.		#	Sanctioned	Commitment (Cash)	Commitment (In-Kind)		
4	SPARK Grant Approved = Rs.		#0	Per a	Pre 2	Pre r		
5	Matching Contribution (Provisional)		#0	KS.S>	5.S	5.8.5>		
	Cash (Minimum) = Rs.			(10%)	(10%)			
	In-Kind = Rs.		#1	Por >	Por S	Por S	Por s	*Documentary avidance submitted
	Past Expenditures = Rs.		"1	(2024)	658657	66800	69902	for MC Past Expenditures, if any
	TOTAL = Rs.			(20%)	(20%)			
6	Budget Diligence Risk		#2	<u>Rs.<></u>	<u>Rs.<</u> >	<u>Rs.<</u> >		*Documentary evidence for MC In Kind Utilized in the completion
7	Budget Viability Risk			(30%)	(30%)			of Milestones 0 & 1, presented on completion of Milestone 2;
8	Product Viability Risk		#3		Port	P. < >		*Documentary evidence for MC
9	Capacity & Competencies Risk				(30%)	6880		In-Kind Utilised in the completion
10	Product Development Duration	<xx> months</xx>						of Milestones 2, presented on completion of Milestone 3;
11	Category under SPARK Grant	Incubation Track	#4	<u>Rs.<</u> >	<u>Rs></u>	Rs.<>		*Documentary evidence for MC
12	Partner Incubator			(30%)	(10%)			In-Kind Utilised in the completion of Milestones 3 presented on
	Suggested by Grantee = <>							completion of Milestone 4;
	Nominated by DIO = <>							
-			#5	<u>Rs.<></u>		<u>Rs.<</u> >		*Documentary evidence for MC
13	Recommendations for Risk Management & Mitiga	tion		(10%)				In-Kind Utilised in the completion
	<>							completion of Milestone 5;

Fig. 3. Some of the formats of the annexures of the new SPARK agreement

Legend:

B. Entry of SPARK Details on the portal:

Step 1: Log in using innovator account details.

Step 2: After logging into the portal, click on Spark Details under Grant Disbursement.

Step 3: In the workspace, select the action icon

IDEX Innovation: Defence Ex	s for 📰		Mrutyunjay Hegde _ (ino_user)
Grant Disbursement ^	Home > Grant Disbursement > Spark Det	tails	
DashboardDISC Winner	All Category V	All Challenge 🗸	Q Search Innovator ×
Spark Details	iDEX Innovator	Challenge	Action
🚔 Grant Diligence 🛛 🔨	ZMotion (Mrutyunjay Hegde)	Proventely Pileter J Airbo	
Dashboard	Bangalore Urban District, KARNATAKA Milestone #1	#DISC 1	1
🚔 Product Management 🛛 🔨		Rows per page: 10 ▼	1-1 of 1 < < > >
PDS Completeness		i ann ba baile i ta i	
PDS MVP Compliance			
TRL Assessment			
MVP Dev Progress	iDEX © 2021		Designed by Netprophets Cyberwork Pvt. Ltd.

Fig. 4. Spark detail section access pane

Step 4: On selecting Action, the database for entering the basic details is visible. Select the required drop-down list boxes and enter the data related to your contract details. The registration and basic details of the technical appraisal are retrieved from Annexure A of the SPARK agreement. The milestone tranche splitup and timeline of each milestone is retrieved from Annexure C of the SPARK agreement.

Grant Disbursement	Home > Grant Disbursement > Add Spark				
Dashboard					
DISC Winner	SPARK Details				
Spark Details	Disc Winner	👻 DIO User		+ Nodal User	-
🖆 Grant Diligence 🗸 🗸					
🔁 Product Management 🗸 🗸	Select Challenge Categories	- Select Cha	slange	Partner incubator	*
	Product Development Budget				1
	Prime Costs	Primary Or	verheads	Secondary Overheads	
	SPARK Grant Approved				
	Approved Cost		Data is taken from Anneyur	- Δ	
	Natching Contribution		Data is taken nom Annexard		
	Matchine Cantoliurian	In Kind		Part Evandoura	
	Milestone Details SP&RK Grant Sanctionad		MC Committed	Freated Certelation Data	
				YYYYMMOD	
	Milestone #1 2		ŧ	2021-03-22	
	Miestone #2 ₹		ŧ	2021-03-22	
				1111100 1011-00	
	Milestone #3			10170412 177714600	
	Milestone #4 3			2021-03-32	
	Miestone #5 R		, Data is taken from Annexure C	2021-03-22	
	Risk Assessment				
	Budget Dilgence Risk	Budget Viability Risk	Profuct Vability Risk	Capacities & Competencies	
	I Reading Development Duration		Sandi lealemaatsian Turui		
		Coulour it		ta is taken from Anneyure A	
	Click h	ere supmit	Da		i
		DEFENCE INN	OVATION ORGANIZATION - iDEX (Restricted)		

Fig. 5. Layout of spark details

Grant Disbursement	11110310110 #J				
Dashboard	Risk Assessment		Data is taken from Anne	xure A	
DISC Winner	Budget Diligence Risk	Budget Vlability Risk: - High	Product Viability - High	Risk Capacities & Comp - Medium	petencies 👻
Spark Details	Product Development Duration		Spark Implemen	tation Track	
🚔 Grant Diligence 🧄 🧄	24 months		- Incubation		*
Dashboard	SURVIT	 Click here Submit 			
😩 Product Management \land	SUBMIT				
PDS Completeness					
PDS MVP Compliance	Document Uploads	1			
TRLAssessment	01	AGA PDF Version of AOA From	m Annexure D, 🛛 🔨	Uploaded Data: File Name:	
MVP Dev Progress		Exhibit A2			
	02	MOA PDF Version of MOA Fro Exhibit A3	om Annexure D, 🛛 👩	Uploaded Data: File Name:	
	03	Contract Copy WITH ALL ANNEXU	IRE CONTRACT	Uploaded Data: File Name:	

Step 5: Click submit after entry of all details and mark as complete.

Fig. 6. File storage database under SPARK details

Step 6: Upload the AOA, MOA and entire soft copy of the contract

The AOA can be retrieved from the Annexure D, Exhibit A2 of the SPARK agreement

The MOA can be retrieved from the Annexure D, Exhibit A3 of the SPARK agreement

Steps 4 to 6 is considered as mandatory in order to complete the spark details data entry. File size is maximum 25MB

C. Entry of details related to grant diligence on the portal:

Step 1: On the left side menu, click on Grant Diligence, the innovator details are visible. The data shows details related to innovator, challenge, milestone and diligence status.

Grant Disbursement	Home > Grant Diligence	
Dashboard		
DISC Winner	All Categories All Challenge	Q Search Innovator ×
Spark Details	S.No iDEX Innovator Challenge Current Milestone Diligence	Status Action
🚔 Grant Diligence 🔷 🔨	ZMotion (Mrutyunjay	Click here to
Dashboard	Hegde) 1 Bangalere Urban District, Remotely Piloted Airbo Milestone #2 In Progress KARNATAKA #DISC 1 Innovator.MC	S Completion Package
🚖 Product Management \land	Milestone #2	
PDS Completeness	Diligence Checklist	Diligence Checklist
PDS MVP Compliance	Miestore	Pl Assessment
TRL Assessment		PI Assessment Report
MVP Dev Progress	Responsibility of the	Techno Commercial Certificate
	Innovator /DISC	NO Assessment
	For each milestone	ure X
		DIO Assessment & Grant Dis
	PI Assessment	DIO Assessment
	P Assessment Report	*

Fig. 7. Dashboard view for grant diligence

Step 2: Select the action (blue eye logo) button, to open the diligence checklist. Under the checklist select respective milestone and select milestone report package under Innovator MS completion package.

					March 1200 Feb	or regres a per was regres a per emenue	2180 FRANCI OF EXCHANCE
Disbursement ^							
board Milestone 1	V Milestone 2						
Completion Date Dispected: 2019 0 Actual: 2021-03-1	0 23 Expected: 2021-03-09 Actual:						
rk Details							
Dilgence ^							
Statement of E	xpenditure			Data entered in the	left will be automatically retr	ieved and calculated in the be	ow fields a
Management A Budget Utilization	for current milestone			Cumulative Expenditure for MS#1& MS#2		/	verif
ompleteness				0			
VP Compliance SPARK GRANT	Data is taken fron	n Annexure Z, Table A		SPARK GRANT	*		
0				0			
Prive Code		Hay CH	Secondary CH	Prime Costs	Primary OH	Secondary OH	
· · · · · · · · · · · · · · · · · · ·		/		0	0	4	
0		*		Matching Contribution			
Prine Costs	20	may CH	Secondary CH	0			
0	0		0	0	MC in Kind	Past Expenditure 3000000	
Cash	Ca	uit	Cash				
• • • • • • • • • • • • • • • • • • •			0				
te Kowi		Kod	to struct		lick hore to		
				Sae	SUBMIT AND SAVE DATA		
iDEX Startup M	Ailestone Completion Reports	File is to be retrieve	d from respective PI OR PD/PE	٥		Upleaded Date:	
02	Statement of Expenditure Annexure Z Table A Verified Signe	Should upload	Annexure Z, Table A verified	by your CA 💁		Upleaded Data: File Name:	
03	Nodal Officer Report	Template is to be re	trieved from respective NO	۵		Uploaded Data: File Name:	

Fig. 8. milestone report package view

Step 3: Under statement of expenditure, based on the Product Development Budget utilization of each milestone relevant details is to be entered as per Annexure Z and Table A of the SPARK agreement.

Note: The prime cost, primary OH and secondary OH are only required to be entered. The cash and in-kind section are advised to be left 0. Only numerical data are required to be entered.

- Step 4: On the right side, SPARK and Matching Contribution (MC) are automatically calculated. Verify the details entered and also verify whether the MC strip is in green color.
- Step 5: Under iDEX startup milestone completion reports, upload the following items
 - i) Milestone completion report created and endorsed by DIO & the partner incubator in PDF format.
 - ii) Annexure Z and Table A in PDF format, signed by Charted Accountant.
 - iii) Nodal Officer Report in PDF format with signature of the Nodal Officer of the respective challenge.

Step 6: Click on Save in order to submit and save the data for the particular milestone.

Grant Disbursement	Home > Grant Diligence > Milestone Data			
Dashboard				
DISC Winner			Milestone Report Package Progress :	<u>se per WBS</u> Progress as per Annexure X Statement of Expenditure
Spark Details	Milestone 1 Milestone 2	Milestone 3 Milestone 4	Milestone 5	
Grant Diligence 🔨	Completion Date Completion Date Expected: 2019-09-23 Expected: 2021-03-09 Actual: 2021-03-10 Actual:			
Dashboard		undated automatically once files are unload	ad from respective person and verifies by res	nactive officer
😩 Product Management \land				
PDS Completeness	Innovator MS Completion Package	PLASSESSMENT	No Assessment	
PDS MVP Compliance	Milestone Report Package	PI Assessment Report Techno Commercial Certi	Techno Commercial Certi	DIO Assessment Trenche Disbursed
TRL Assessment	Progress as per Annex X			-
MVP Dev Progress	Assessment Status	Assessment Status	Assessment Status	Assessment Status
	Pending	Pending	Pending	Completed
	Click here to	upload WBS as per Annexure D, Exhibit B2		
	WBS Progress Add WBS Mark as Complete	 Click here only after entering all details 		
	S.No Deliverables Major Tasks	Status/Progress	Innovators Remarks	PI Assessment
		There are no	records to display	

Fig. 9. Progress as per WBS checklist under Grant diligence view

Step 7: Select Progress as per Work Breakdown Structure (WBS) under the checklist or the link on the top right-hand side of the page. The view with various assessments and WBS input tabs are visible.

				Milestone Report Package	Progress as
Milestone 1 Completion Date Expected: 2019-09 Actual:	Milestone 2		Milestone 3	Milestone 4 Jate 21-03-09	
on Package	Deliverables		Major Tasks 		
skage	Status/Progress	-	Innovators Remarks	Serti	
ex X			CANCEL	SUBMIT	
Pending	Assessment Status		Rending	assment Status	Pendina
'BS Mark as Complete					

Fig. 10. WBS Input fields

Step 8: Click add WBS. A dialog box opens where the respective deliverables and tasks are entered in as per the WBS in the Annexure D of the SPARK agreement. Select the status /progress as per the drop-down list and add innovator remarks.

- Step 9: Click submit and the WBS will be added to the list. Similarly repeat the process again and again until your required data entry for WBS is completed.
- Step 10: After the WBS is prepared, Click on MARK AS COMPLETE button. This will end your current data entry and will be saved

Note: MARK AS COMPLETE is understood that the data would not be editable.

Step 11: In the similar manner, retrace back to the innovator package checklist by clicking action, on the grant diligence section. Under the checklist, select Progress as per Annexure X, the requisite page is opened..

Grant Disbursement ^	Home > Grant Diligence > Ann	nexure				
Dashboard						
DISC Winner						Milestone Report Package Progress as per WISS Exceptess.as.ret.Annexate.X Statement of Expenditure
Spark Details	Milestone 1 V	Milestone 2 Milestone 3	Milestone 4	Milestone 5		
🟦 Grant Diligence 🔹 🔨	Completion Date Expected: 2019-09-23 Actual: 2021-03-10	Completion Date Completion Date Expected: 2021-03-09 Expected: 2021-03-09 Actual: Actual:				
Dashboard			📕 Select this ta	b to submit the da	ta entered into the fields	
🔒 Product Management \land	Progress as per Annexu	re X (SPARK Milestones Framework) Mark as Complete			As p	er compliance of Annexure X, Innovator and PI give
 PDS Completeness 					1 thei	r remarks
PDS MVP Compliance	KRAs	Deliverables	Status/Progress	Innovators Remarks	PI Assessment	
TRL Assessment		Team Building + Good progress achieved in the planning and identification of top technical	1			
MVP Dev Progress		talent most capable of delivering the desired military-grade product - Good progress achieved in the Constitution of Advisory Board:	1			
	Operations					
		Technical Operations + Comprehensive list of suppliest, providers, and consultants with approved contracts, required to develop military-grade product	/			
	Product Development &	Product Compliance + Achieving a min 50% MVP-Compliance to PDS with min. High level of Completeness	/			
	QA	Product Maturity + Demonstrate TRL-4/3 readiness in all core subsystems of the target MVP	/			
	Financials & Investments	Matching Contribution + Min, 60% of the cash portion of matching contribution transferred by the company/grantee	,			
		+ Annexure-2/ Documentary evidence submitted for evidence to be submitted for utilization of Grant, MC+ Cash, MC+In+Kind, If any, corresponding to Milestone 1	1			

Fig. 11. View of Progress as per Annexure X

Update Status			
Status/Progress	*	Innovators Rema	rks
		CANCEL	SUBMIT

Fig. 12. Annexure X input fields

Step 12: Select the edit icon in each category and edit your remarks. An update status dialogue box is opened where you can update your status and remarks as per the drop down list.

Step 13: After data entry, click mark as complete and Annexure X details will be updated successfully.

By completing the above 13 steps, this concludes the grant diligence section for data entry and acquisition.

D. Program Management Details on the portal:

Step 1: Select Dash Board in Grant management and click on the product management icon /button as shown in the fig. 13.

🔲 🎯 Email: Inbox 🛛 🗙	idex	× 6	cowin - Bing	× M Quotation Water Dispens					
\leftarrow \rightarrow \odot \textcircled{a} https://	/portalidex.g	gov.in/dashboard/#/dashboard						β	ሬ 🕸 🕲 …
IDEX Innovations for Defence Exce	or Ilence	=							Naga Bharath 🗸
Grant Disbursement	Home >	Dashboard							
Dashboard									
DISC Winner	All Cate	gory	All	Challenge	~				
Spark Details								٩	Search Innovator ×
🚔 Grant Diligence 🗸 🗸									
🚔 Product Management ۸	S.No	iDEX Innovator	Challenge	M#0	M#1	M#2	M#3	M#4	M#5
PDS Completeness		Skyroot aerospace pvt ltd (Naga Bharath Daka)	Foliage Penetration Ra	Sanctioned: ₹1,470,000,00	Sanctioned: ₹2,940,000.00				
PDS MVP Compliance		Hyderabad, ANDHRA PRADESH Milestone #1	ØDISC 4	completed		Sanctioned: \$4,410,000.00	Sanctioned: 10.00	Sanctioned: ₹4,410,000.00	Sanctioned: 1 ,470,000.00
TRL Assessment								Rows per page: 10 - 1-1 of 1	$ \langle \rangle \rangle \rightarrow $
MVP Dev Progress			Sanctioned: %	2,940,000.00 management					
https://portal.idex.gov.in/dashboard/#/dashboard	DEX © 2021							Designed	by Netprophets Cyberwork Pvt. Ltd.
🕂 🔎 Type here to search		0 🛱 💽	🗖 🔊 🧟	🖷 🐠 🥰				^	0 ∉ d∎ ENG 11:19 10-08-2021 ₹

Fig. 13. Access to Product management workspace/pane

Step 2: As per the PMA excel sheet created for the technical appraisal, the requisite version is to be uploaded. Select browse button under file upload and upload the PMA sheet in excel format

Note: In the middle of the page, by clicking the cloud icon, the general template of the PMA sheet is always available for download if required. In the right hand side of the page, PI and NO agencies approval check box is visible.



Fig. 14. Access PMA sheet upload section

Step 3: Once the sheet is uploaded, on the left side menu, click on Program Management, the innovator details are visible. The data shows details related to innovator, challenge, completeness rating, features & functionalities, operational constraints, performance, integration to target performance, test plans and procedures, Applicable QA and MIL standards. It also consists of other subtabs like MVP compliance Technology Readiness Level (TRL)

~ .							
Step 4	1 Clickinc	i on multiple t	abs will display	/ in multiple	views as st	nown below	in fig 15
Otop		, on manpio (abo min alopiaj		1010 40 01	101111 201011	

Grant Disbursement V Ho	ome > PDS Completeness					
💼 Grant Diligence 🗸 🗸						
🚔 Product Management 🔷	33 © 29	◎ ₹524,393,664.00	€ ₹93,895,635.00 €	₹430,498,029.00 ©	MULTIPLE	VIEWS
PDS Completeness	Startups Challenges Last updated 56 days app	Total Grant Approved	Grant Spent	Grant Pending		112110
PDS MVP Compliance				Construction of the local division of the lo	OF THE	
TRLAssessment	All Categories	✓ All Challenges	 Q. Search Innovator 	c	PRODUCT	
MVP Dev Progress					MANAGEN	1ENT
·	S.No IDEX Innovator Challenge	Completeness Features & Ratings Functionalities	Usage / Usability / Operational Performance Constraints Parameters / Metric	Test Plans & Procedures Relating 1 s End-User Trials	DASHBOAI	0
	Nyokas (Ajay Sangwan) 1 Eochi, GSALA Milestone #2 #DISC 1	Medium Rating High # of FRUs 8 TRUB Ready Ves	Rating Medium Rating Medium # of PRUs 3 # of PRUs 12 TRLE Ready NO TRLE Ready NO	Rating Low # of PRUs 0 TRLB Ready No		
5.No IDIX Investor Challenge	Current TRL Target TRL # of Subsystem	General Title Inspect Title Proceedings of the construction	S.No IDEX Innovator Challenge % G	emplance % Dev Progress Action	PD5 - MVP Compliance	
Apples (App Sergent) Individual Posterior S., Madeure 42 Madeure 42	4 P Communications	4 9 4 6 2 8 2 9 4 Normality (normality)	Nyolas (Uga Sangwar) Individual Pretoction S., pro- Mission 42 Societ 1	Der in proprez 47%, Raklog 47% Protustion Redy Design (% 5/5) imparties (monipolited (% WakuGA Prosed (% werkel Functional Proc (%	Presenter Presenter	Pending Pully Compliance
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Fig. 15. Different views on the PMA sheet in pictogram format

This concludes the PMA data logging and acquisition.

E. Final verification requirements for innovators

After updating all the details on the portal, the following requirements are to be met in order to proceed for tranche release.

- At milestone 0, direct PI, NO and DIO assessment is satisfactory by providing the following documents – MC cash bank statement, Bank details/ cancelled cheque, an undertaking for grant in aid and the signed contract scanned copy (which is uploaded in SPARK details).
- During milestone 1-5, during utilization other than the above requirements which will be partially similar, the Annexure Z table A in CA letter head signed and sealed is also required to be uploaded and the innovator milestone package is to be updated in every milestone, including PMA sheet.
- 3. Make sure that all relevant approvals are met and techno commercial certificate from both PI and NO are received.



PART B

NODAL OFFICER

PORTAL ACCESS & DATA ACQUISITION

A. Data Viewing on the Portal

- The required basic data of the innovator can be viewed under the category of SPARK details.
- Program Management details are available under Product Management tab.
- To view their WBS and milestone requirements, it can be viewed under Grant diligence, by clicking the action icon and further viewing under the innovator package checklist.

B. Access to PMA Approval dashboard

Step 1: Log in using NO account details.

- Step 2: After logging into the portal, click on dashboard under Grant Disbursement.
- Step 3: Select Dash Board in Grant management and click on the product management icon /button as shown in the fig.16.

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		Product	management					

Fig. 16. Access to Product management workspace/pane

Step 4: Once the product management icon is clicked, it will lead to the PMA upload page.

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Fig. 17. Access to PMA approval page

Step 5: Click on the check box in green and a tick mark or color in green will be filled, indicating that approval has been sanctioned and the date of approval will be visible.

C. Access to NO Assessment page

Step 1: Select Dashboard under Grant diligence and select action. The diligence check list will be visible.

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Fig. 18. Access to NO assessment

Step 2: Select nodal officer report and it will open the NO assessment page.

Grant Disbursement	~	Home > Grant Diligence > Assessment Data		
🚔 Grant Diligence	^			
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🚖 Product Management	*	Completion Date Completion Dat		
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		Remarks		Select this tab to submit the data entered
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Fig. 19. NO assessment page

Step 3: As per the required format for NO report, prepare a PDF and upload the NO report by clicking on the upload icon.

Step 4: Under overall NO assessment, as per the drop-down list, select the required option.

Step 5: NO Remarks is mandatory and required to be displayed. Type it on the remarks column and click Save button. The details are uploaded successfully. It will be reflected to all stakeholders.

This Concludes the Nodal Officer section of the requirements for approval on the portal.

iDEX PORTAL MANUAL V1



PART C

PARTNER INCUBATOR

PORTAL ACCESS & DATA ACQUISITION

A. Data Viewing on the Portal

- The required basic data of the innovator can be viewed under the category of SPARK details.
- Program Management details are available under Product Management tab.
- To view their WBS, Annexure X and milestone requirements, it can be viewed under Grant diligence, by clicking the action icon and further viewing under the innovator package checklist.

B. Access to PMA Approval dashboard

Step 1: Log in using PI account details.

- Step 2: After logging into the portal, click on dashboard under Grant Disbursement.
- Step 3: Select Dash Board in Grant management and click on the product management icon /button as shown in the fig.20.

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Fig. 20. Access to Product management workspace/pane

Step 4: Once the product management icon is clicked, it will lead to the PMA upload page.

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Fig. 21. Access to PMA approval page

Step 5: Click on the check box in green and a tick mark or color in red will be filled, indicating that approval has been sanctioned and the date of approval will be visible.

C. Access to PI Assessment page

Step 1: Select Dashboard under Grant diligence and select action. The diligence check list will be visible.

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TRL Assessment						
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Fig. 22. Access to PI assessment

Step 2: Select PI assessment and it will open the PI assessment page.

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Fig. 23. Pl assessment page

Step 3: As per the required format PI Milestone report, prepare a PDF and upload the milestone report by clicking on the upload icon. Similarly prepare techno commercial certificate and upload it also.

Step 4: Click to view WBS and provide your assessment based on the drop-down list for approval.

Step 5: Click to view Annexure X progress and provide your assessment based on the dropdown list for approval.

Step 6: Provide your assessment based on the drop-down list for expenditure assessment approval and overall PI assessment.

Step 7: If any remarks is required to be displayed, type it on the remarks column and click Save button. The details are uploaded successfully. It will be reflected to all stakeholders.

This Concludes the Partner Incubator section of the requirements for approval on the portal.



PART D

DIO ASSESSMENT

PORTAL ACCESS & TRANCHE DISBURSEMENT

A. Data Viewing on the Portal

- The required basic data of the innovator can be viewed under the category of SPARK details.
- Program Management details are available under Product Management tab.
- To view their WBS, Annexure X and milestone requirements, it can be viewed under Grant diligence, by clicking the action icon and further viewing under the innovator package checklist.

B. Access to DIO Assessment page

Step 1: Select Dashboard under Grant diligence and select action. The diligence check list will be visible.

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Dashboard		2	ZMotion (Mrutyunjay Hegde) Bangalore Urban District, KARNATAKA	Remotely Piloted Airbo #DISC 1	Milestone #1	In Progress Innovator MS Comp	pletion Package	NO Assessment
		3	Ninestone = 1 Skyroot aerospace pvt ltd (Naga Bharath Daka) Hyderabad, ANDHRA PRADESH Milestone =1	Foliage Penetration Ra @DISC 4	Milestone #1	In Progress Innovator MS Comp	pletion Package	DIO Assessment & Grant Dis DIO Assessment Tranche Disbursed
		4	Okulo Aerospace Pvt Ltd (Dr. Parithi Govindaraju) Bangalore Rural District, KARNATAKA Milestone #0	Long Endurance Aerial #Open Challenge	Milestone #0	In Progress DIO Autossrparit & I	Grant Dis	0
							Rows per pag	pe: 10 ▼ 1-4 of 4 < < > >
						Select this checkbox		

Fig. 24. Access to DIO assessment page

Step 2: Select DIO assessment check box and it will open the DIO assessment page.

- Step 3: Under DIO assessment tab, DIO milestone assessment should be selected as per the categories in the drop-down list box.
- Step 4: Under DIO assessment tab, GMC milestone assessment should be given by respective GMC member (i,e.) Finance Rep of DIO as per the categories in the drop down list box.
- Step 4: Under DIO assessment tab, in similar manner, CFO, COO and CEO approval should be given by respective management members of DIO as per the categories in the drop down list box. For CFO approval, the relevant documents should be submitted to CFO via email.

Note: Any remarks for each category of assessment is also available. Click on submit to conclude each section.

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Dashboard Product Management	01 DIO Milestone Assessment	Select Approved Belee	*	Digitally signed document-CEO CTR_1626953051.pdf DIO Remarks
	03 CFO Approval	Satisfactory Belect Approved		2021-07-16 - DIO_PM - Kickoff Tranche for Skyroot Aerospace
	04 COO Approval	Select Approved		2021-07-16 - DIO_GMC - Recommended, as proposed
	05 CEO Approval	Select Approved	*	
	06 Tranche Disbursed	1470000	abused	
				2021-07-18 - DIO_COO - Approved
				2021-07-22 - DIO_CEO - Approved

Fig. 25. DIO assessment page

- Step 5: Once CEO approval is granted, a digital signature document is created as shown in fig.25. and it can be downloaded as PDF.
- Step 6: For the purpose of tranche release, CFO will be entitled to release the grant amount requested by the respective PD/PE for Tranche Release. Remarks column is mandatory and detailed statement should be given for request of tranche release.
- Step 7: Once the Tranche amount is finalized by CFO with verification of the required bank statements and CTR file, the tranche is released to innovator dedicated iDEX project account.

This Concludes the DIO assessment section of the requirements for approval on the portal.













रक्षा नवाचार संगठन DEFENCE INNOVATION ORGANISATION Innovations for Defence Excellence रक्षा उत्कृष्टता के लिए नवाचार



"Learning gives creativity. Creativity leads to thinking. Thinking provides knowledge. Knowledge makes you great."

- Dr. A.P.J. Abdul Kalam



For Technical Queries, kindly contact the officers below: Sh. Dayanand, Deputy Program Director- daya.sharma@ddpmod.gov.in

Sh. M.N. Saquib Khan, Web Information Manager - mnsaquib.khan@nic.in

रक्षा मंत्रालय MINISTRY OF DEFENCE भारत सरकार रक्षा उत्पादन का विभाग DEPARTMENT OF DEFENCE PRODUCTION GOVERNMENT OF INDIA