

## Fellowship Nomination through the INAE Digital Platform (Quick Guide)

To send nomination through digital platform Fellows are requested to login to their account created by INAE. The username and password have been created by INAE and shared with individual INAE Fellow. The same username has been registered with the platform hence creation of new username will not be applicable to the system.

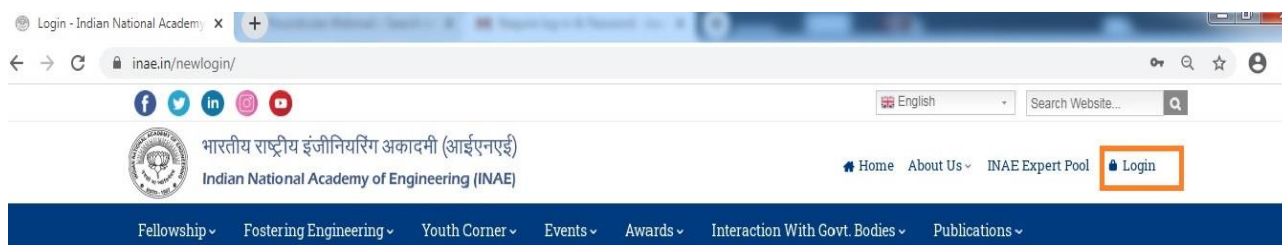
**In case the login credentials (user id and password) is not known please contact INAE Secretariat through mail at [inaehq@inae.in](mailto:inaehq@inae.in) or helpline number of INAE Digital Centre 91-7428520410 : Monday-Friday (9:30 am to 5:30 pm)**

### Checklist

1. INAE Username and password should be known.
2. It is essential that the profile page of the proposer (INAE Fellow) and seconder (INAE Fellow) be completed before submitting nominations online.
3. For accessing the applications, please use updated version of Google Chrome/ Internet Explorer/ Edge/ Firefox browser.

Please follow the steps as given below:

**Step1:** Please login to your account by clicking on link: <https://www.inae.in/newlogin/> or [Login](#) provided in INAE website Home page, using the login credentials which have been provided to you . Screenshot of login page is given as Fig 1.



Login to Your Account

[Forgot password?](#)

LOGIN

***Fig 1: Log in page***

**There are five phases to be followed to complete the system of online nomination. Skipping any of the phases will render the nomination cycle incomplete.**

**The phases have been explained below:**

**Phase I: For Proposer**

After logging in to individual home page

1. Click Fellowship Nomination icon in dashboard
2. Choose Categories defined under “Indian Fellowship”, “Foreign Fellowship”
3. The basic information for nominee to be provided as given in the form and then submit
4. Acknowledgement received by proposer and a link is sent to the nominee to fill the details (Phase II)

**Phase II: For Nominee**

1. Receives a link through mail
2. Clicks the link,
3. OTP is generated and sent to mail
4. A form is displayed to be filled up
5. At the end of the form there are 2 buttons: SAVE and SUBMIT
  - a. SAVE button: Helps to save the form at any point and then come back through the link sent through the initial mail.
  - b. SUBMIT button to finally submit the form
6. An acknowledgement mail goes to the nominee and intimation goes to the proposer (phase III)

**Phase III: For Proposer**

1. A mail goes to proposer intimating the proposer about nominee’s submission of the form.
2. Proposer logs in
3. May edit
4. Enters proposer’s comment
5. Chooses seconder (using ‘Search for Fellow’ option in dashboard)
  - a. Need to provide value for any one field of the search window
  - b. Can choose seconder more than once
6. Submits the form
7. A mail goes to seconder

**Phase IV: For Seconder**

1. Mail received from INAE with Proposer name
2. Seconder logs in
3. Enters comment and submits
4. Acknowledgement received by seconder through mail and intimation goes to proposer.

**Phase V: For Proposer**

1. Proposer goes through the whole form and submits the form to INAE secretariat
2. Acknowledgement mail goes to Proposer.

**Please Note: It is essential that the profile page of the proposer (INAE Fellow) and seconder (INAE Fellow) be completed before submitting nominations online.**

In case of any issue/difficulty please mail us at [inaehq@inae.in](mailto:inaehq@inae.in) or call/WhatsApp at Helpline number: +91 7428520410 : **Monday-Friday (9:30 am to 5:30 pm)**