National Innovation Award

(WEB PORTAL)

HIGHER EDUCATION COMMISSION

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Guidelines

- Guidelines for Filling out Application Form
  - Please read these guidelines carefully – it contains information that will assist you in filling out details of application form and avoiding mistakes.

Filling of Application Form:

i) The application form must be filled in carefully. The field which requires details will expand as you type.

ii) No Field of the application form should be left blank/unfilled however, if you can't type on a particular area of the form, it's because you're not supposed to be able to.

iii) A candidate must fill in his/her application form in such a way that satisfies the Commission on his/her eligibility in all respect for the participation.

iv) In case any serious nomination of the ineligibility of a participant/team at any stage, the commission may disqualify the team/participant.

v) Answer the questions fully where detail is required so that the reviewers will have enough information to know what you are doing.

vi) Think in terms of an answer that requires a paragraph as opposed to one that requires a one or two sentence answer.

Section 1- Applicant details:

1. In case of team, team lead information will be provided in this section.

   i. This section requires demographics of the Applicant/Team lead i.e. First name, Last name,
email address, Cell number, Gender, Date of birth, Postal address, Education.

   ii. The field of Education must be marked as 'Yes" or "No". In case of Yes, proceed for further details of your education.

   iii. The field of Affiliated College is optional which should be filled if you are studying/ have studied from a college which is affiliated from a university/DAI. iii. Degree level (Different Options of Undergraduate, Graduate, PhD etc. are given). Select the
one in which you are studying or have recently graduated from.

   iv. For students, Degree completion date will be the expected one whereas alumni will enter the actual date on which they have graduated.

2. Part (b) of Section 1 is ONLY for teams. Individual participants are not supposed to fill these fields. It contain the demographics/details of other team members and should be filled as explained earlier.

3. Section 1 part (c) is for description of Applicant's and team's motivation i.e. what made you to introduce the innovation solution. Roadmap may be elaborated with defined roles & responsibilities

of each team member for implementation of Project. Describe the motivation in limited (100) words. The next field of part (c) requires the overall skills of the team and how those skills can serve in the innovation solution.

Section 2

4. Section 2 is mandatory for all. It requires the demographics/ personal details of the mentor. A mentor must be from the relevant field as per the innovation solution and should preferably be serving or retired person from the Higher Education or R&D sector. The mentor will not only guide the applicant/team while developing the initial concept note but will also continue his supervision while refining the proposal during different phases of the project.

Section-3

5. In Field 1 of Section 3, the applicant/team will select the targeted thematic area of the innovation solution. Thematic area MUST be selected from the given list. Only one option can be selected at a time.

6. Field 2 of Section 3 requires the selection of the Sustainable Developmental Goals of the country that the innovation solution will impact. More than one SDG goals can be selected.

7. Field 3 of Section 3 requires the description of the innovation solution. This comprehensive paragraph will completely define the proposed innovation solution how can it serve to achieve SDG? It should give clear understanding of the innovation. The identified Problem should be realistic and the proposed solution should address the actual problem.

8. Field 4 of Section 3 requires the description of problem/s your solution will target i.e. how this innovation is useful and how you will head towards the solution.

9. Field 5 of Section 3 requires the description of societal impact of your solution. Targeted community of your proposed innovation solution may be identified and how the solution will serve them. The proposed solution should create value and new opportunities for the community. The idea should address a community problem that has not received significant attention in the past.

10. Field 6 of Section 3 requires the uniqueness of your solution as to how your innovation is different from the existing solutions. Description should justify the need for proposed innovative solution.

11. Field 7 of Section 3 requires the time frame of the innovation solution that in what time solution will start giving the output.

12. Field 8 of Section 3 requires the details of any committed grant or investment for the innovation solution i.e. if you have any private investor for your innovation or if you have acquired any grant from government or private sector or third party.

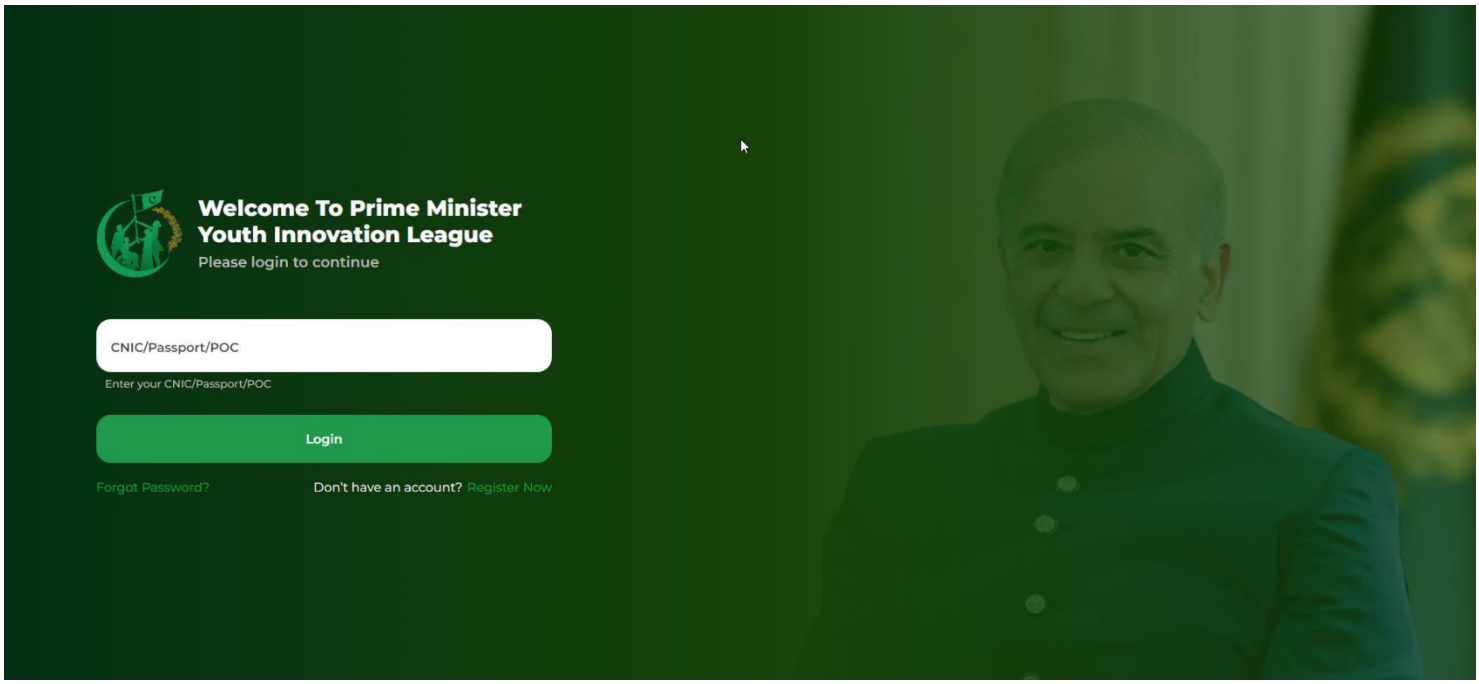
Section-4

13. Section 4 field requires the 2-minute video that participant/team can provide in URLS, attachment/links. Video should contain the introduction of the participant/team and complete introduction of the innovation solution, its implementation and further development of the

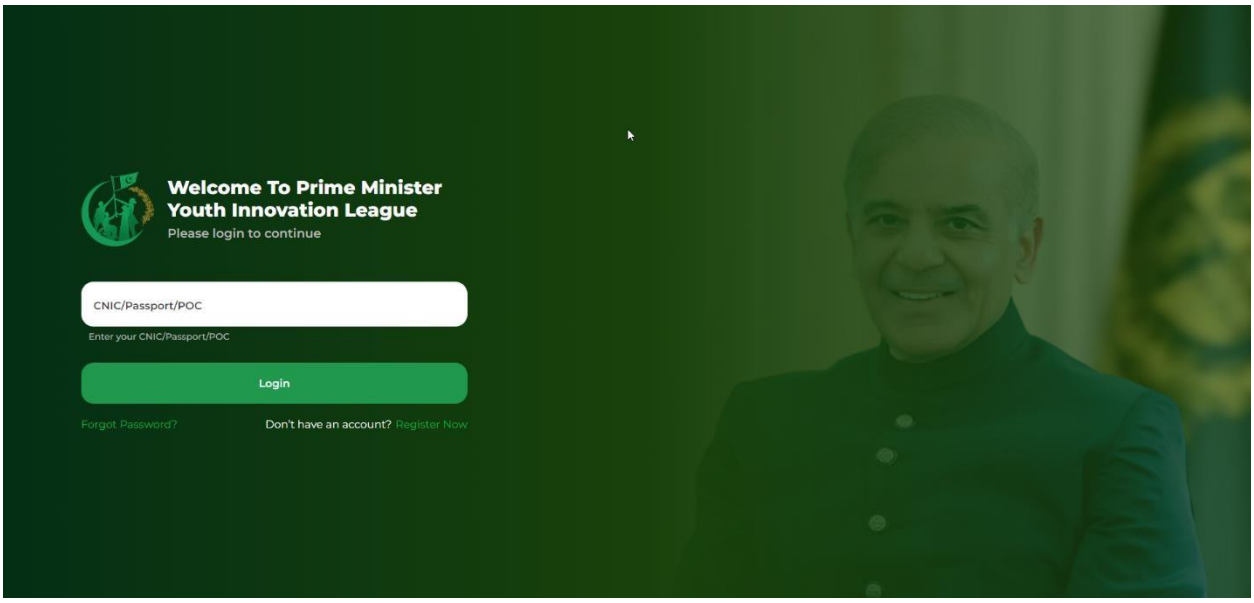
innovation. Video should give the clear understanding of the proposed solution and the expected outcomes if the innovation is spread on broad level. Participants can show the teamwork while taking different shots.

Sign Up

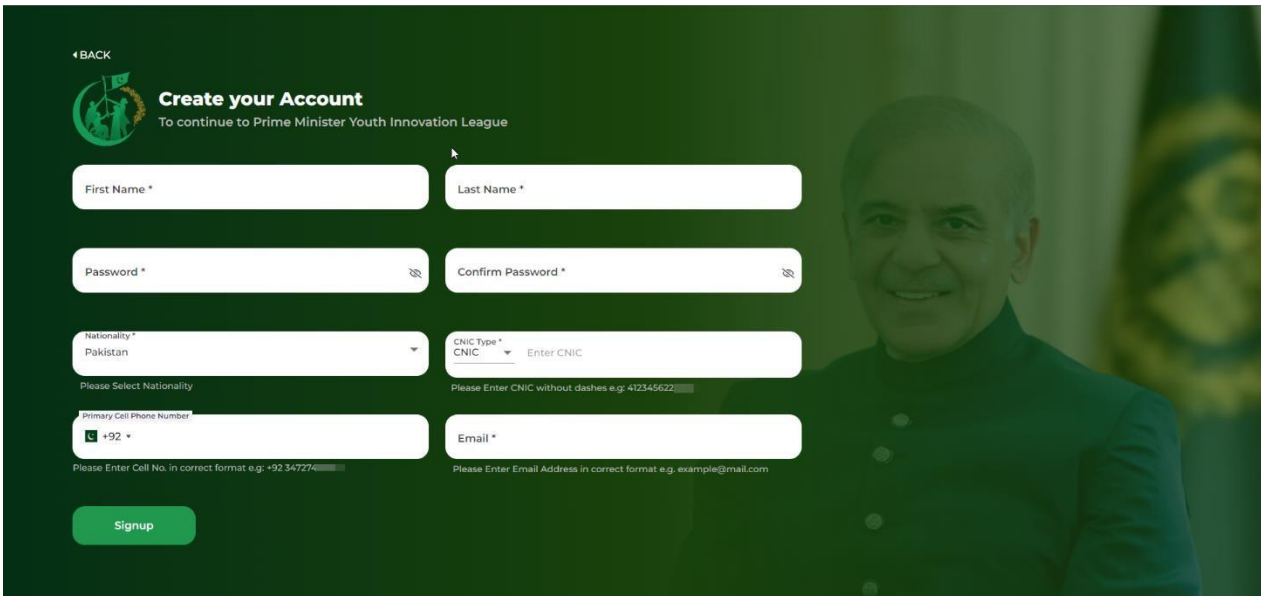
- Access the PMYP portal through **https://pmyp.hec.gov.pk/**
- If you're not registered on the portal with your **CNIC/POC/Passport**, click **Register Now** to register yourself first



- In case you're already registered, please enter your **CNIC/POC/Passport** and click **Log In** button to sign in to the portal



- Click on the **Register Now** button to open the registration form.



a. Enter valid details according to the instructions given on the sign up form and click **Sign Up** button after all fields have been filled

i. First Name ii. Last Name

iii. **Nationality** - Overseas and dual national Pakistanis must select "Pakistan" as their Country of Nationality, otherwise select any other country.

iv. **Passport Number** - For those users only who entered country other than Pakistan as their Nationality.

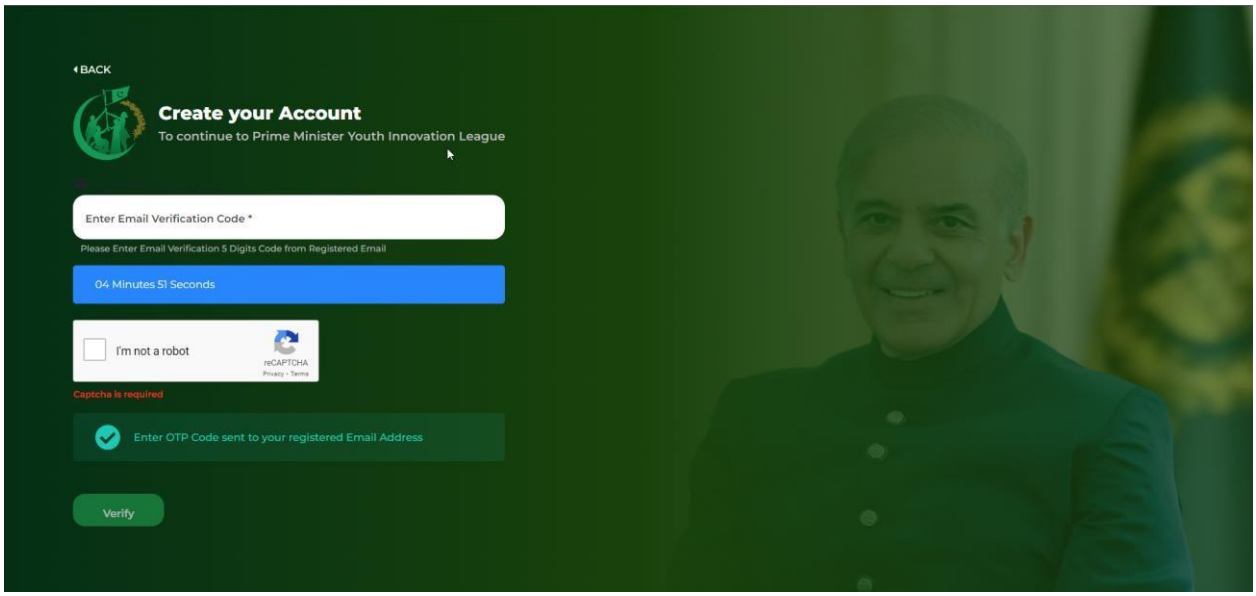
v. **CNIC Type**: CNIC/POC - Users who have entered Pakistan as their Nationality, must enter this.

vi. **Password** - Enter password of your choice but it should be at least 8 characters long, alphanumeric and contain at least one capital.

vii. **Confirm Password –** Same as password entered

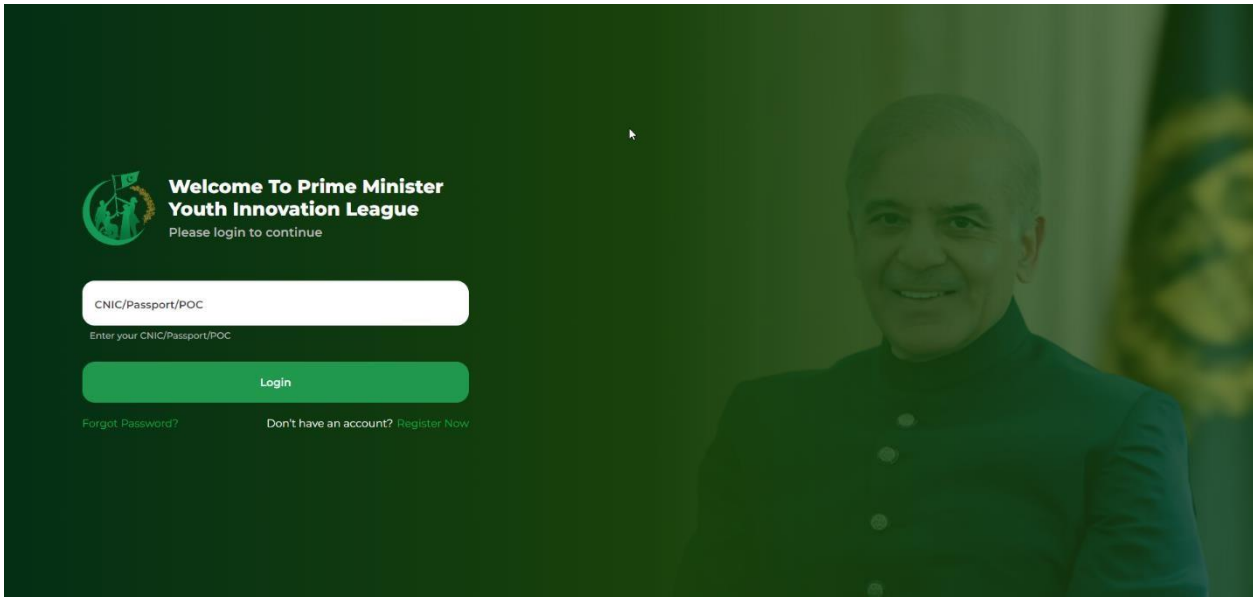
viii. **Primary Cell Phone Number** - Carefully enter this, as you will receive all updates and alerts regarding your application on this number.

ix. **Primary Email** - Carefully enter this, as you will receive all updates and alerts regarding your application on this email.

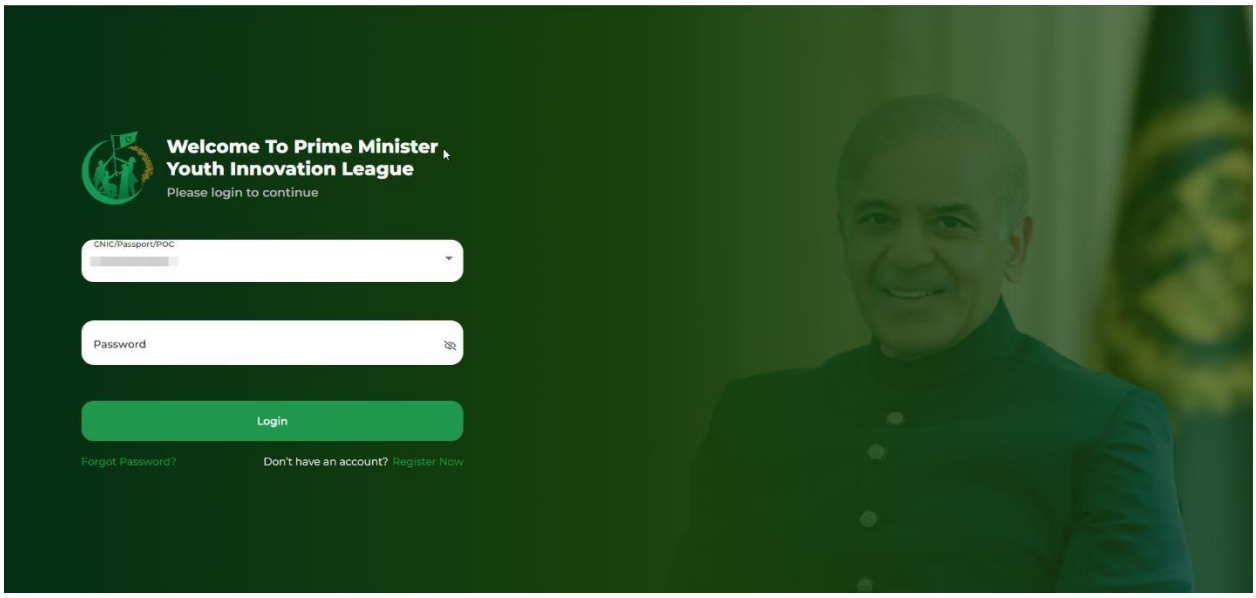


- On successful submission of the details, you will receive the verification code on your primary email.
- Enter verification code you received, on **Verify your Email** screen.
- Check the captcha **'I'm not robot'**
- On checking the captcha, you will be asked to check the correct pictures according to the question.
- On successful verification of captcha, click on the **Verify** button and verify your email.
- On successful verification of your email ID, your account will be registered.
- Using the resend code button, you can also resend the code after 1 minute of time span, in case you have not received it in the first attempt.

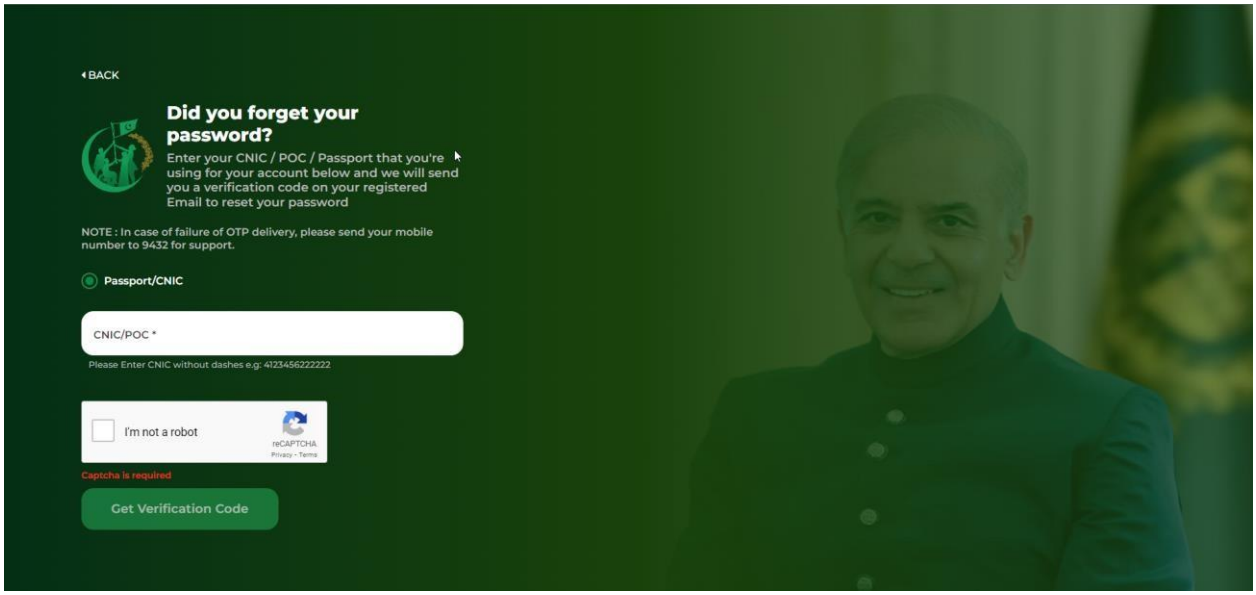
Sign In



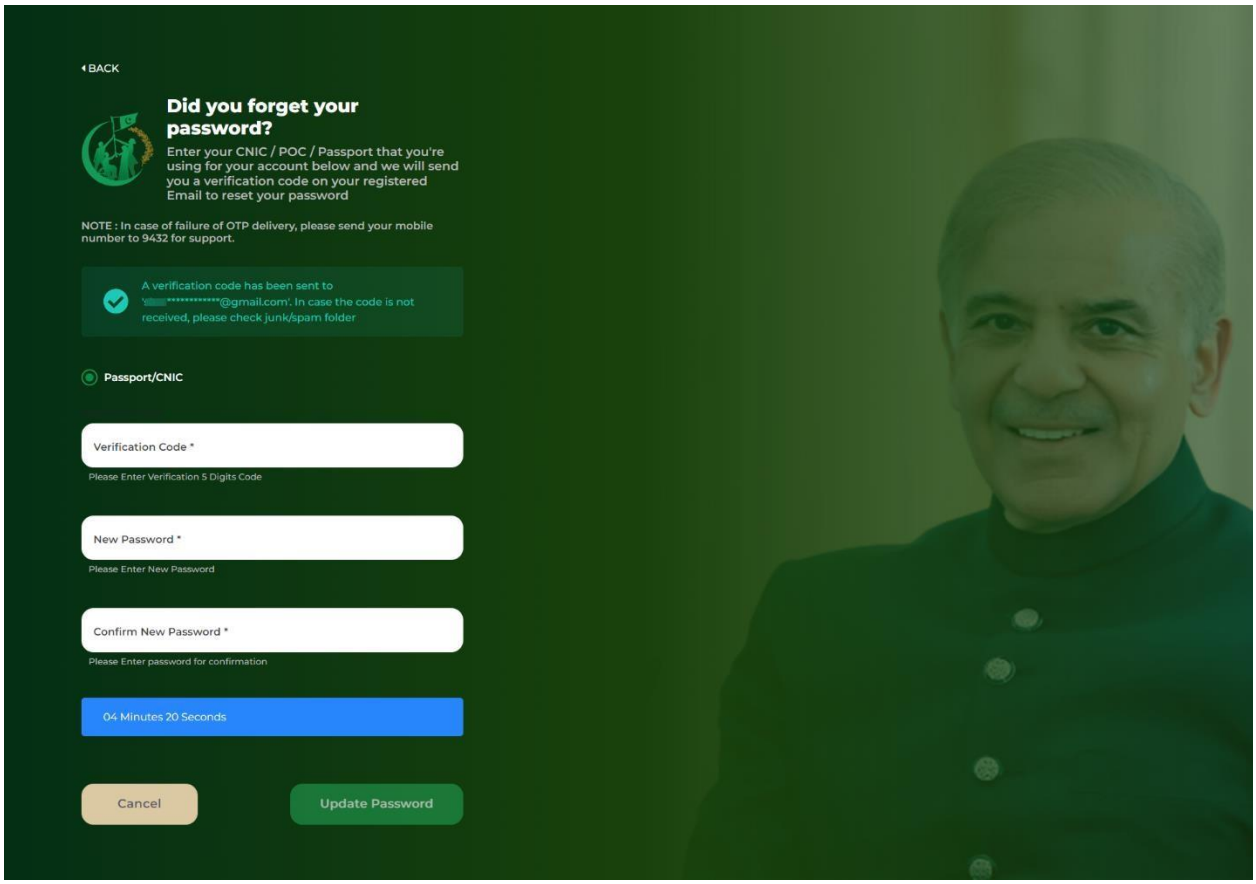
1. In order to Sign in to the Eservices portal, enter your valid user ID i.e. your Passport Number or CNIC/POC against which you have created your account through the registration process
2. Click on the **Sign In** button on Login page.
3. If account is valid and exists against the entered CNIC/POC or Passport, you will be asked to enter password and login into the account.



Forgot Password

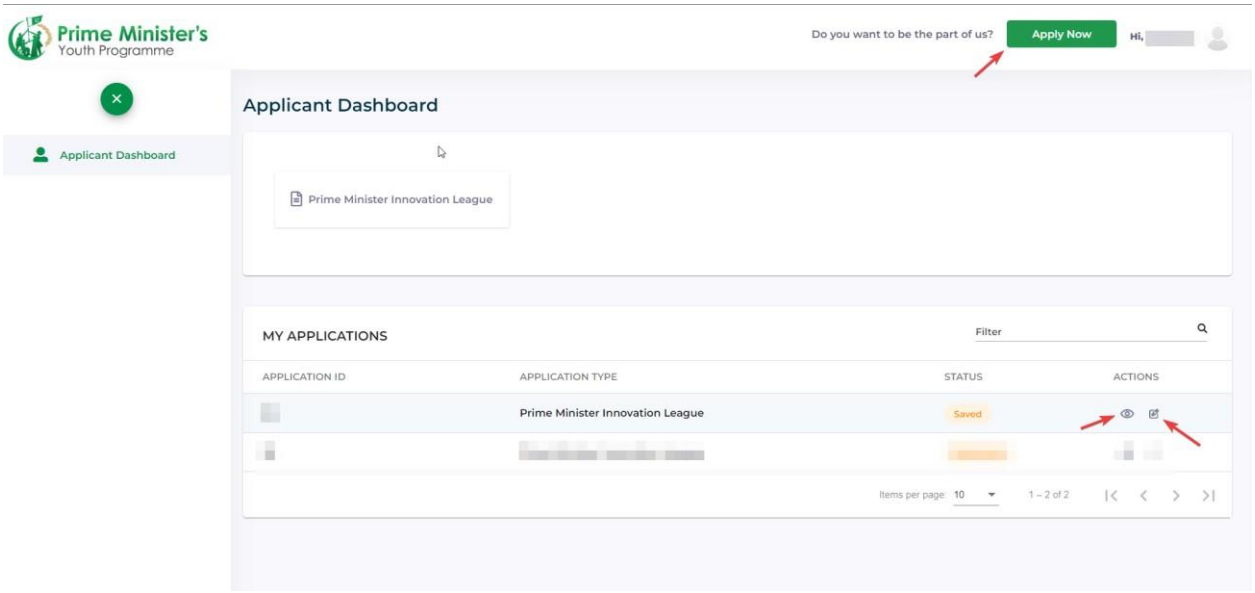


1. If you have forgotten your account password, click on **Forgot Password** button on the login screen.
2. Choose one of the given options to recover your account password. **Passport/ CNIC/ POC**
    - **CNIC**
        - On selecting **Passport/ CNIC/ POC**, you will be asked to enter your registered **Passport/ CNIC/ POC** number
        - Click on **Get Verification Code** button to receive **Email** on your registered email address
        - Enter the received code and your new password and click **Update Password** button to update your password
        - Using the **Resend Code** button, you can also resend the code after 1 minute of time span, in case you have not received it in the first attempt.


BACK
Did you forget your password?
Enter your CNIC / POC / Passport that you're using for your account below and we will send you a verification code on your registered Email to reset your password
NOTE : In case of failure of OTP delivery, please send your mobile number to 9432 for support.
A verification code has been sent to '**********@gmail.com'. In case the code is not received, please check junk/spam folder
Passport/CNIC
Verification Code *
Please Enter Verification 5 Digits Code
New Password *
Please Enter New Password
Confirm New Password *
Please Enter password for confirmation
04 Minutes 20 Seconds
Cancel
Update Password

Applicant Dashboard

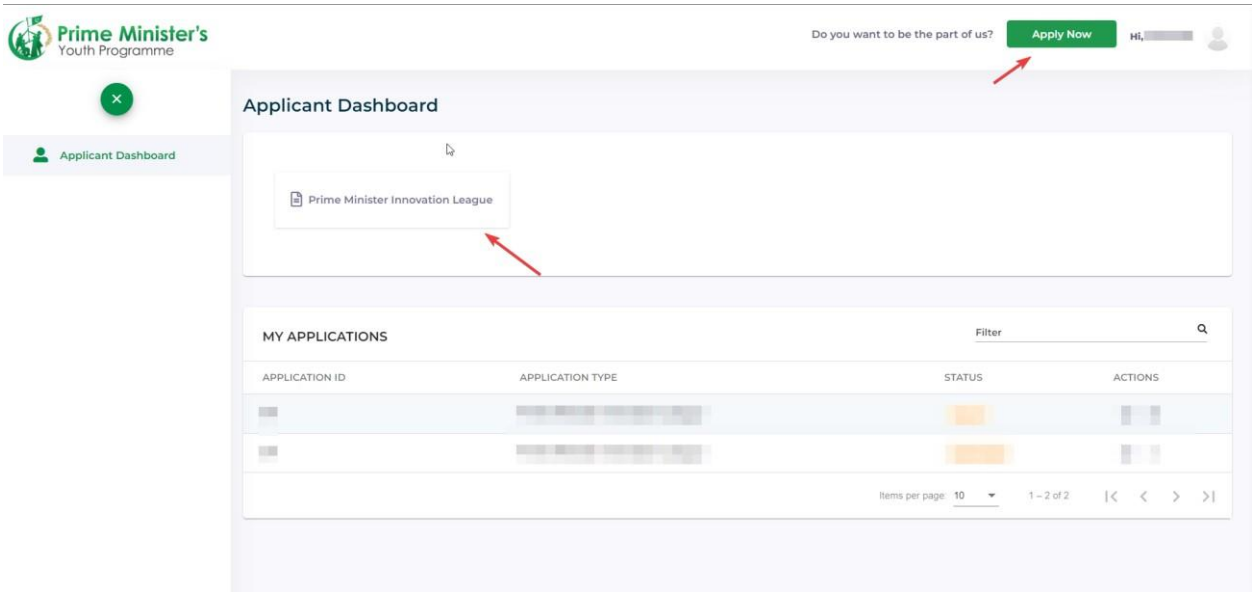
1. On successful login attempt, you will land on the dashboard.
    a. **My Applications:** From here you can view and edit your application. Also, you can check the status of your applications
        - **View/Edit an application:** To view/edit the submitted application, click on the **View/Edit** button in the **My Applications** section on dashboard.



    b. **Apply Now:** Click on the Apply Now Button to proceed on the Application Form

Prime Minister Youth Innovation League Application

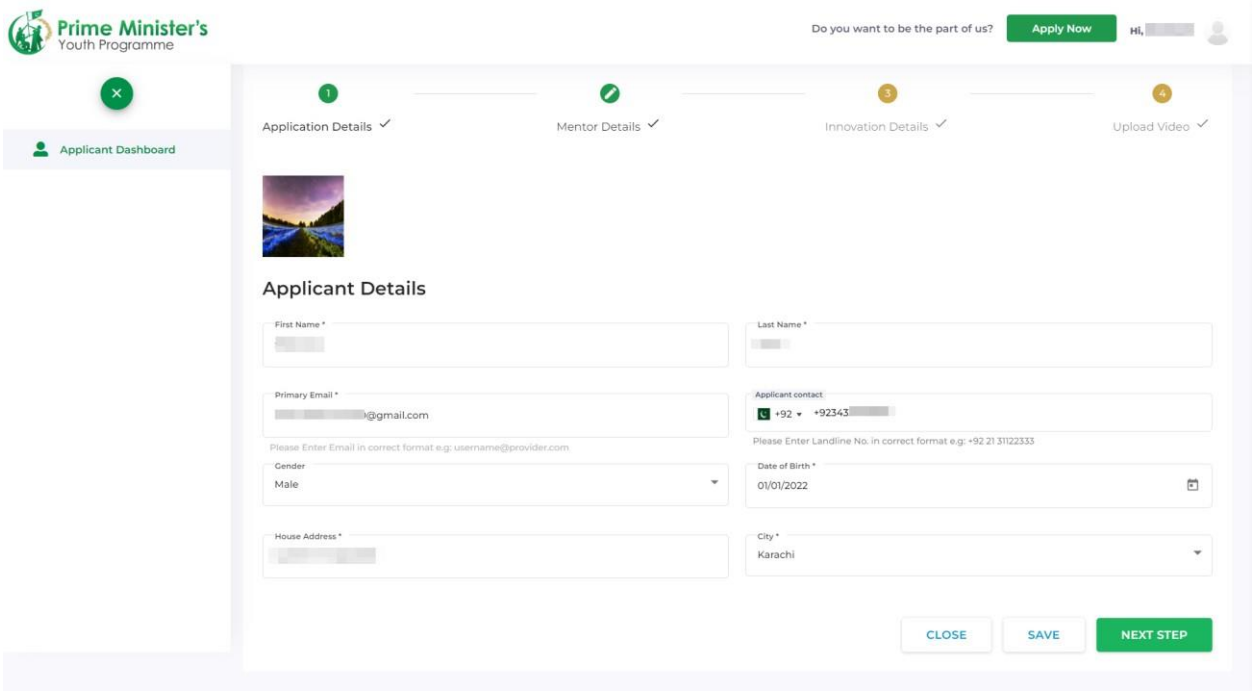
- To access the **PMIL** application, click on the **Apply Now** Button on the top right corner or click on the **Prime Minister Innovation League** Icon.



Applicant Details

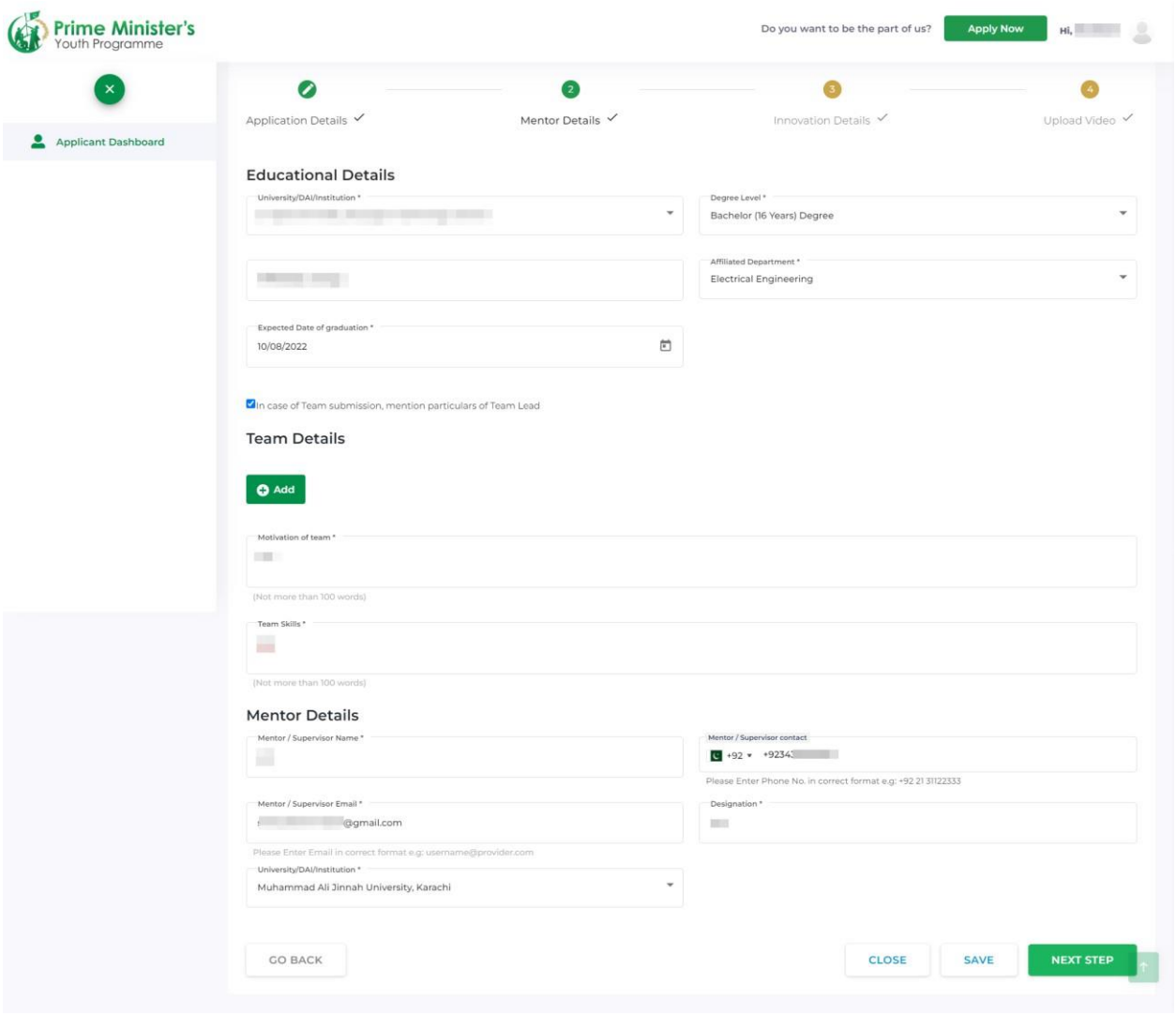
This section includes mandatory applicant information required to submit the PMIL application. Carefully enter the valid data in the following mandatory fields in the Applicant Details section.

- Enter data for the following fields in **Applicant Details** section
  a. Profile Picture - Upload any formal picture if yours. It should not exceed the size limit of 15MB. Also, only PNG, JPG are allowed picture formats.
  b. First Name - As per your CNIC/POC/Passport Number
  c. Last Name - As per your CNIC/POC/Passport Number
  d. Primary Email – appear as it was filled up on registration
  e. Primary Contact Number – appear as it was filled up on registration
  f. Select Gender
  g. Date of Birth - As per your CNIC/POC/Passport Number
  h. House Address
  i. City
- Click **Next Step** button to proceed to **Mentor Details** tab
- Click **SAVE** button to save the details
- Click **CLOSE** button to close the form


Prime Minister's
Youth Programme
Do you want to be the part of us?
Apply Now
Hi,
Applicant Dashboard
Application Details
Mentor Details
Innovation Details
Upload Video
Applicant Details
First Name *
Last Name *
Primary Email *
@gmail.com
Please Enter Email in correct format e.g: username@provider.com
Applicant contact
+92
+92343
Please Enter Landline No. in correct format e.g: +92 21 31122333
Gender
Male
Date of Birth *
01/01/2022
House Address *
City *
Karachi
CLOSE
SAVE
NEXT STEP

Mentor Details

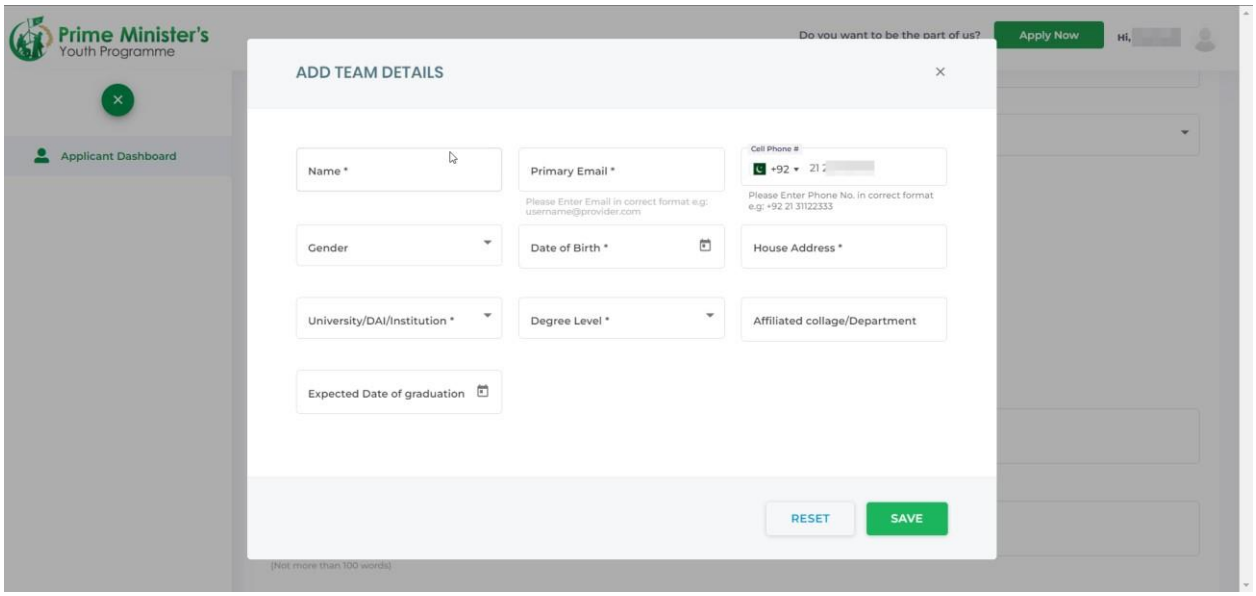
- Mentor details section will open up where you can add details of your educational degree
  - The Mentor Details is divided in 3 sections:
  a. Educational Details
  b. Team Details
  c. Mentor Details



- **Educational Details**
- There is an option of "Yes/No" for Educational Background. If you don't have any educational background click on "No". To enter your educational details click on "Yes" and continue:
  i. Select the **University/DAI/Institution**
  ii. Select the **Degree Level** of your Degree

iii. Enter your **Affiliated College (optional)**
iv. Select the **Affiliated Department**
v. Pick an **Expected Date of Graduation**
vi. Enter **Motivation of Team** vii. Enter **Team Skills**

- **Team Details**
  i. Tick on the Checkbox in case of **Team submission**, mention particulars of Team Lead ii. Click on **ADD** button, a pop up will appear to **ADD TEAM DETAILS**
    1. Enter **Name**
    2. Enter **Primary Email Address**
    3. Enter **Primary Cell Phone Number**
    4. Select **Gender**
    5. Pick a **Date of Birth**
    6. Enter House Address
    7. Select the **University/DAI/Institution**
    8. Select the **Degree Level** of your Degree
    9. Enter your **Affiliated College/ Department**
    10. Pick an **Expected Date of Graduation**
    11. After adding all the data, click **Save** button to save the **Team Details** or click on the **Reset** Button to clear all the fields



- **Mentor Details**

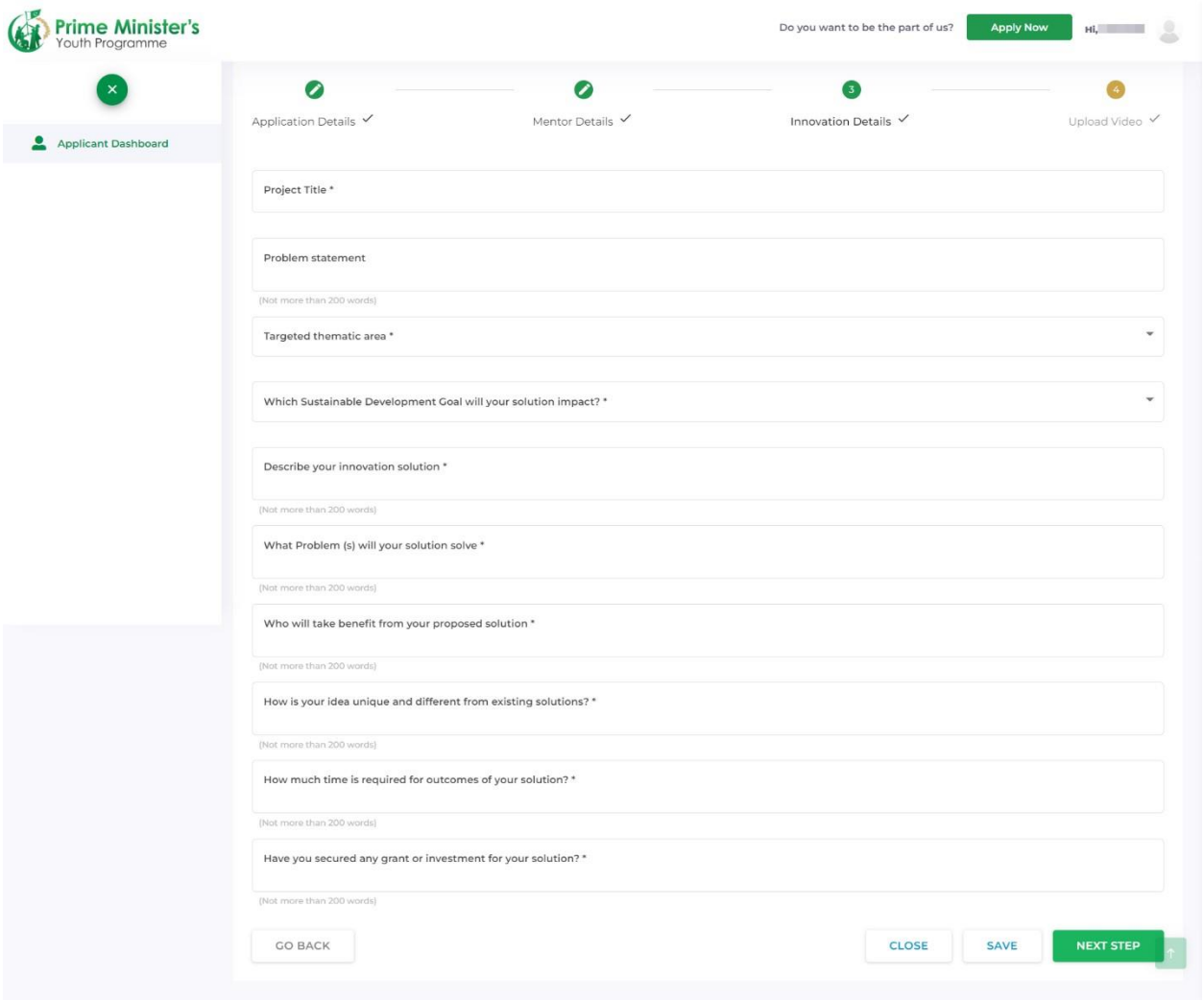
i. Enter **Mentor/ Supervisor Name**
ii. Enter **Mentor/ Supervisor Contact Number**
iii. Enter **Mentor/ Supervisor Email**
iv. Enter **Designation**
v. Select the **University/DAI/Institution**

- After adding all the data, click **Next** button to move to **Innovation Details** tab
- Click **SAVE** button to save the details
- Click **CLOSE** button to close the form
- Click **Go Back** button to return on the previous form

Innovation Details

- Innovation details section will open up where you can add details

i. Enter **Project Title**
ii. Enter **Problem statement**
iii. Select **Targeted Thematic Area**
iv. Select **Which Sustainable Development Goal will your solution impact?**
v. **Describe your innovation solution Enter**
vi. Enter **What Problem (s) will your solution solve**
vii. Enter **Who will take benefit from your proposed solution**
viii. Enter **How is your idea unique and different from existing solutions?**
ix. Enter **How much time is required for outcomes of your solution?**
x. Enter **Have you secured any grant or investment for your solution?**



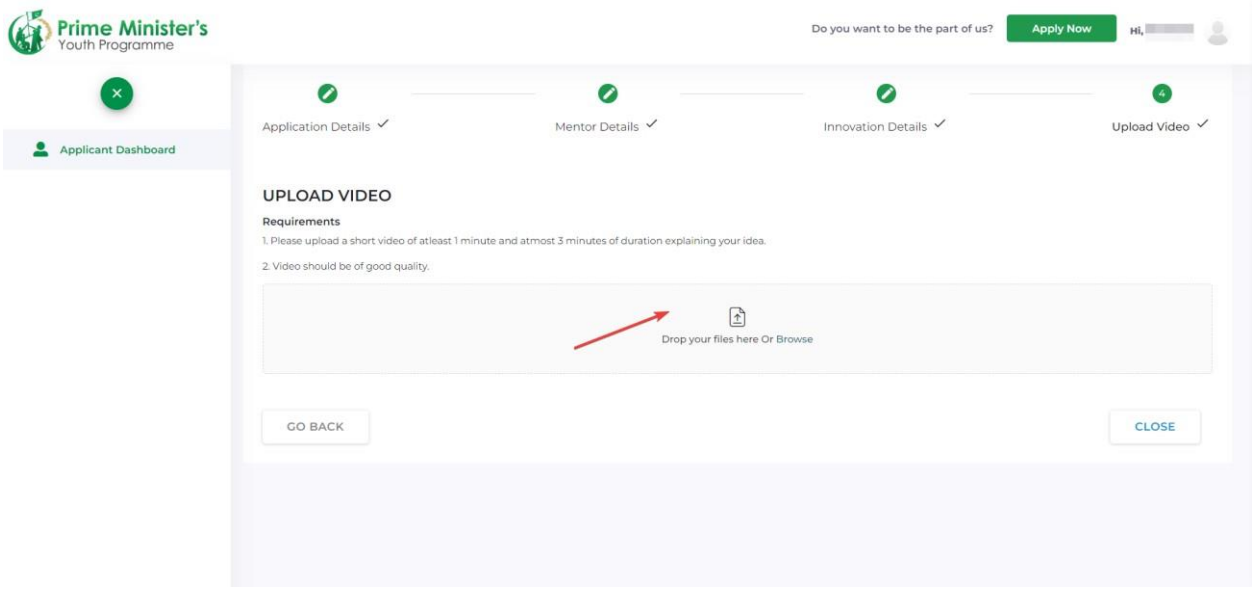
- After adding all the data, click **Next Step** button to move to **Innovation Details** tab
- Click **SAVE** button to save the details
- Click **CLOSE** button to close the form
- Click **Go Back** button to return on the previous form

Upload Video

- Upload Video section will open up where you can upload video as per the below requirements

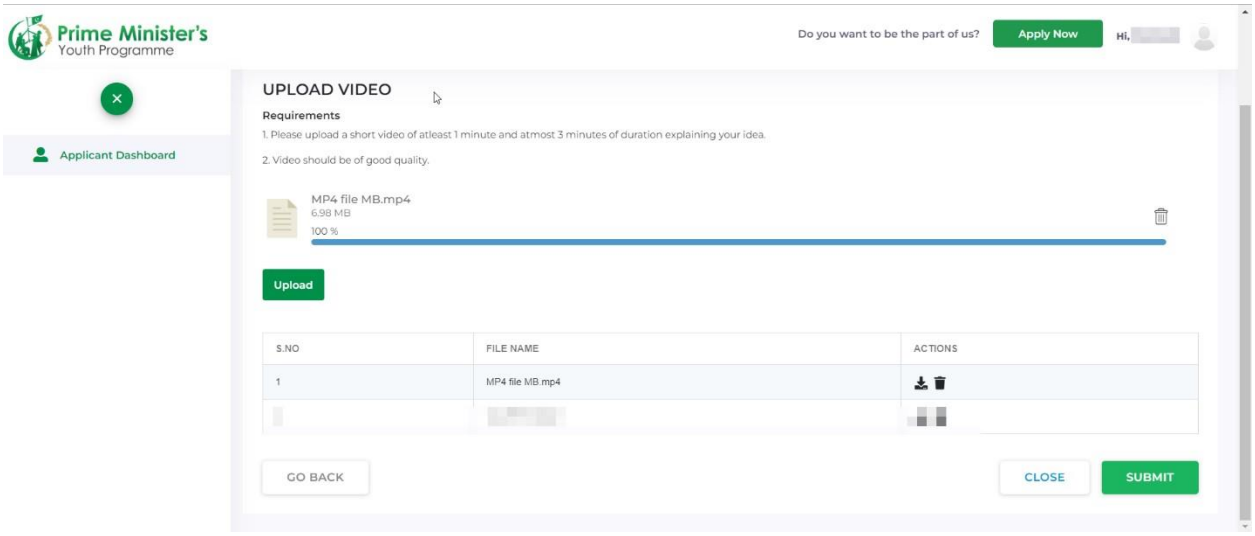
  i. Please upload a short video of at least 1 minute and at most 3 minutes of duration explaining your idea.

  ii. Video should be of good quality.



iii. Click on the **Upload** button to upload the video file

iv. After uploading a video, user can **download** and **delete** the video file as well if he needs to



- After uploading video, click on the **Submit** button to submit an application form
- Click **CLOSE** button to close the form
- Click **Go Back** button to return on the previous form