



Genetic Engineering Appraisal Committee (GEAC)  
e-Application – User Manual

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**Genetic Engineering Appraisal Committee (GEAC)  
e-Application – User Manual**

**I. INTRODUCTION:**

The Genetic Engineering Appraisal Committee (GEAC) housed in the Ministry of Environment, Forest and Climate Change (MoEF&CC), is the apex regulatory body that functions under the Rules for the Manufacture, Use, Import, Export and Storage of Hazardous micro-organisms, genetically engineered organisms or cells (commonly known as Rules, 1989) notified under the Environment (Protection) Act, 1986.

- Applicants seeking permission from GEAC are requested to submit their applications online through the GEAC website.
- Registration as “New Users”, is to be prior to first time submission.
- The forms to be used for seeking approval by applicants are:

**FORM I:** Application for Confined Field Trials of regulated GE crops\*

**FORM-IIA:** Application for environmental approval of clinical trials/ pharmaceuticals / veterinary drugs derived from living modified organisms / hazardous micro-organisms

**FORM-IIB:** Application for environmental approval of transgenic plants (Genetically Modified Plants)

**FORM-III:** Application for import of food as living modified organism (LMO) / per se as food/feed/processing

**FORM-IV:** Application for import of processed food/ products derived from LMOs/GMOs

*(\*Applications related to BRL II trials are considered directly by MoEFCC)*

## II. Starting with Application

Login to GEAC website at <http://geacindia.gov.in/index.aspx>

### 1. Register as new user:

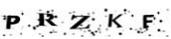
To login to the GEAC e-Application for the new users: you need to register by clicking “**CREATE NEW ACCOUNT**” in the “**APPLICANT LOGIN**”.

The New User Registration window will appear as given below.



### Registration

\* All fields marked with an asterisk are mandatory to fill in.

Username: you@email.com	Alternate Email Id: 
Password: 	Confirm Password: 
Tell Us About Yourself	
Name: 	Organization Name: 
Category of Organization --Select Category--	Country --Select Country--
Telephone No: 	Mobile: 
Fax No: 	Complete Address: 
Area of Interest	
<input type="checkbox"/> Genetically Modified Microorganisms	<input type="checkbox"/> Industrial Products (such as enzymes, probiotics, neutraceuticals)
<input type="checkbox"/> Transgenic Plants	<input type="checkbox"/> Transgenic Insect
<input type="checkbox"/> Transgenic Animals	<input type="checkbox"/> Any Other
<input type="checkbox"/> Recombinant Pharma Products (such as therapeutics, vaccines)	
 CAPTCHA [ ]	<input type="button" value="REGISTER"/>

1. Enter the required details and click **Submit**.
2. An email will be sent to the email id given by the user.
3. By accessing the registered email to check the validation message and follow the link which will direct you to the GEAC e-Application.

## 2. Login to application :

To login to the GEAC e-Application for the existing users: Under “**APPLICANT LOGIN**”, enter the Username, Password, and Captcha code; then click **Login**.

GENETIC ENGINEERING APPRAISAL COMMITTEE  
MINISTRY OF ENVIRONMENT, FOREST AND CLIMATE CHANGE  
GOVERNMENT OF INDIA

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### Applicant Login

Email:

Password:

[Forgot Password?](#)

### Is this your first time?

Hi! To submit the applications online, you'll need to create a new account for yourself on this web site. Here are the steps:

1. Fill out the New Account form with your details.
2. An email will be immediately sent to your email address.
3. Read your email, and click on the web link it contains.
4. Your account will be confirmed and you will be logged in.
5. Now, select the application form you want to apply for.

To login into E-Monitoring dashboard, click on the link below:

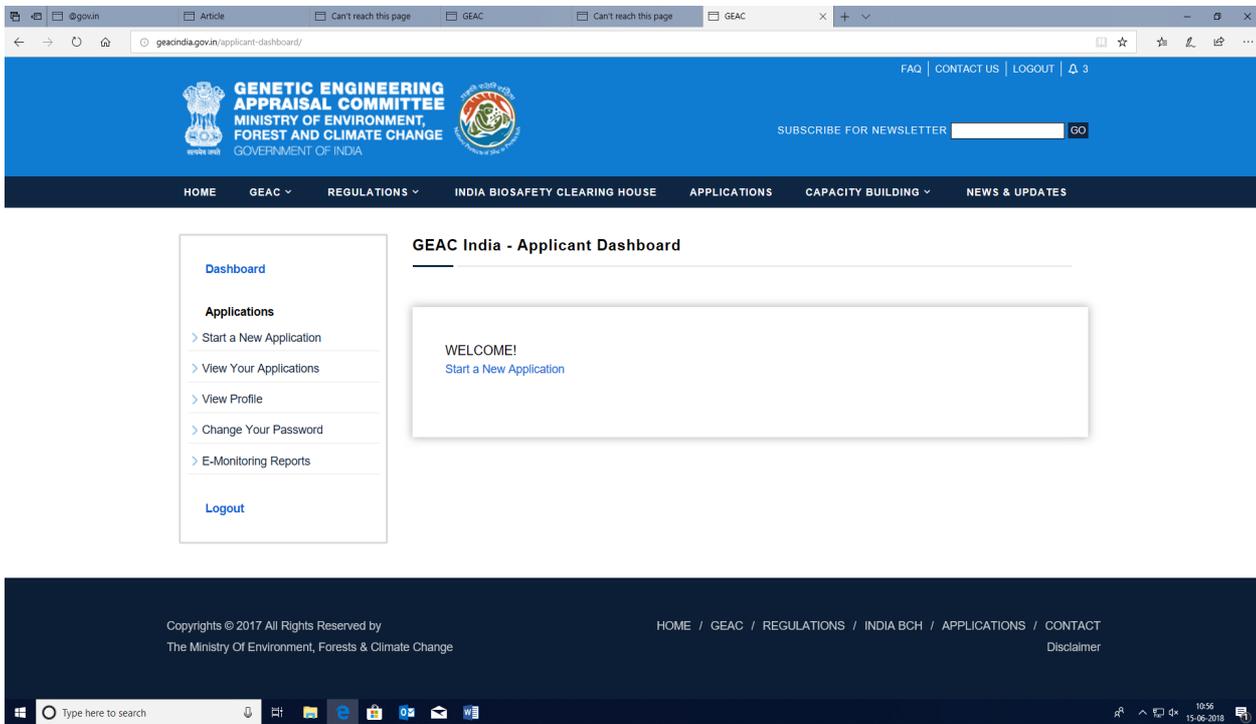
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The Ministry Of Environment, Forests & Climate Change

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Disclaimer

### III. Using GEAC E-Application

The Home page of GEAC E-Application helps registered users to:

1. To apply online for approval by “**Starting a New Application**”
2. To view/edit applications
3. To view notifications / status of applications



## Steps to apply online for approval

GEAC e-Application helps applicants to apply online for approval. Follow the steps given below to apply online:

1. In the Home page of GEAC Website, click the **“APPLICANT LOGIN”** link
2. Login with the username and password you choose while registration
3. To start a new application, click on **“Start a New Application”**
4. Fill in the basic details about your application.
5. Select the appropriate application form according to your type of requirement and click the **“Submit”** button

**Dashboard**

**Applications**

- > Start a New Application
- > View Your Applications
- > View Profile
- > Change Your Password
- > E-Monitoring Reports

**Logout**

### Application Form

\* All fields marked with an asterisk are mandatory to fill in.

Name of Applicant: <input type="text" value="Pankaj"/>	Name of Organization: <input type="text" value="GDIGITAL"/>
Area of Application: <input type="text" value="--Select--"/>	Product Category: <input type="text" value="--Select--"/>
Common Name: <input type="text"/>	Scientific Name: <input type="text"/>
Product: <input type="text"/>	Inserted Gene: <input type="text"/>
Product Description: <input type="text"/>	
Choose file: <input type="text" value="No file chosen"/>	
Trait: <input type="text"/>	Event: <input type="text"/>
Purpose: <input type="text"/>	Location: <input type="text"/>
Imported From: <input type="text"/>	Exported To: <input type="text"/>

Application For:

- FORM-I: Application for confined field trial.
- FORM-IIA: Application for environmental approval of clinical trials/ pharmaceuticals / veterinary drugs derived from living modified organisms / hazardous micro-organisms.
- FORM-IIB: Application for environmental approval of transgenic plants (Genetically Modified Plants).
- FORM-III: Application for import of food as living modified organism (LMO) / per se as food/feed/processing.
- FORM-IV: Application for import of processed food/ products derived from living modified organism (LMO) / genetically modified organisms (GMO)

**SUBMIT**

6. After filling the necessary details, upload required documents, and click **“Save”** Upload and Additional Supporting Documents required for the application which you could not upload with the application form and click **“SAVE AND CONTINUE”**

**Dashboard**

**Applications**

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### Application Form-I: Application for Confined Field Trials of Regulated, GE Crops



**PART A:**

(a) Not all the points included will apply to every case. It is to be expected, therefore, that individual applicant will address only the particular parameters that are appropriate to individual situations. In each case where it is not technically possible or it does not appear necessary to give the information, the reasons shall be stated.

(b) The details required in response to each parameter are also likely to vary according to the nature and scale of the proposed release.

(c) The description of the methods used or the reference to the standardized or internationally recognized methods shall also be mentioned in the form together with the name of the body or bodies responsible for carrying out the studies.

(d) The confidential business information should be clearly highlighted in the attachments

(e) A 1-2 page summary of the proposal shall be appended with application.

**APPLICATION TYPE**

New  Renew

**APPLICATION FOR**

Biosafety Research Level 1 Trial  Biosafety Research Level 2 Trial

Please note, for fields, where no information is available/ applicable, please indicate the same as NA

**SAVE DRAFT** **SAVE & CONTINUE**

7. Application Preview: Users can Preview the application and take a print for review before submitting the application to the GEAC Secretariat
8. Submit the Application to GEAC Secretariat

The newly added application form gets listed under the "**APPLICATIONS IN DRAFT**" section of the Applicant Dashboard.

APPLICATIONS IN DRAFT		START A NEW APPLICATION	
No.	Application Title	Actions	
1	[FORM-I]: Application for Confined Field Trial of (Male Sterility) { (GM Crops -- Sarson (Brassica juncea)) (bn) for (Indian mustard) by (APPLICANT) - 06, Apr 2018	<a href="#">EDIT</a>	<a href="#">DELETE</a>

#### To submit other application forms

- You can fill and submit all the Forms (Form I, Form II A, Form II B, Form III, and Form IV) in a similar way.
- For this, select the required form in Step 3 of "**To apply online for GEAC approval**", and proceed in the similar way.
- Though the required details may vary slightly in different Forms, you can fill the Forms accurately just by reading the on-screen instructions.

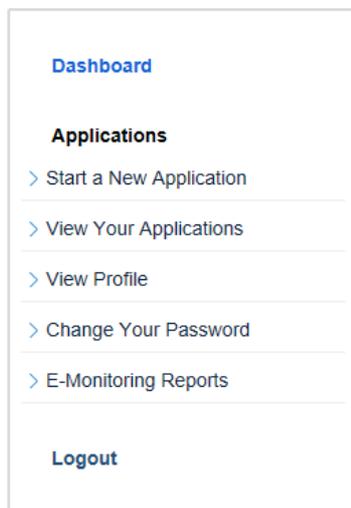
#### To view submitted applications

- The Home page of the GEAC e-application displays all the saved applications in draft. To edit an application in draft, click the "**Edit**" button next to the application in draft. Now you can edit the required details and finally save the changes.
- Applicants can also preview print and download the saved/ submitted applications
- The Submitted Application form gets listed under the "**APPLICATIONS SUBMITTED**" section of the Applicant Dashboard.

APPLICATIONS SUBMITTED					
No.	Application Title	Application Status	Application Submit Date	Total Communication	Actions
1	[FORM-IV]: Application for import of processed food/ products derived from {Soybean (Glycine max)} (A12) for (Import of processed food) by (Applicant)		09, Dec 2017	0	<a href="#">VIEW</a>

Users of the GEAC e-Application use its menu bar:

1. To edit the profile
2. To change the password
3. To logout



#### To edit the profile

After logging in to the GEAC e-Application, users can edit their profile from the menu bar. To edit the profile:

1. Click "**View Profile**" in the menu bar. The "**Profile**" in the edit mode window appears.
2. Edit the required details and click "**UPDATE PROFILE**".



**Dashboard**

**Applications**

- > Start a New Application
- > View Your Applications
- > View Profile
- > Change Your Password
- > E-Monitoring Reports

**Logout**

### User Profile

\* All fields marked with an asterisk are mandatory to fill in.

<b>Username:</b>	<input type="text" value="APPLICANT@ORGANIZATION.COM"/>	<b>Alternate Email Id:</b>	<input type="text" value="APPLICANT@ORGANIZATION.COM"/>
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**Other Details**

<b>Name:</b>	<input type="text" value="APPLICANT NAME"/>	<b>Organization Name:</b>	<input type="text" value="ORGANIZATION NAME"/>
<b>Category of Organization</b>	<input type="text" value="University"/>	<b>Country</b>	<input type="text" value="India"/>
<b>Telephone No:</b>	<input type="text" value="0987654321"/>	<b>Mobile:</b>	<input type="text" value="0987654321"/>
<b>Fax No:</b>	<input type="text" value="1234567890"/>	<b>Complete Address:</b>	<input type="text" value="COMPLETE ADDRESS OF THE APPLICANT"/>

**Area of Interest**

<input type="checkbox"/> Genetically Modified Microorganisms	<input type="checkbox"/> Industrial Products (such as enzymes, probiotics, neutraceuticals)
<input type="checkbox"/> Transgenic Plants	<input type="checkbox"/> Transgenic Insect
<input type="checkbox"/> Transgenic Animals	<input type="checkbox"/> Any Other
<input checked="" type="checkbox"/> Recombinant Pharma Products (such as therapeutics, vaccines)	

**UPDATE PROFILE**



## To change the password

Users can change the password of there account on the GEAC e-Application from the menu bar. To change the password: Click “Change Your Password” in the menu bar

### **Change Password**

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Old Password:

New Password:

Confirm New Password:

**CHANGE PASSWORD**

#### **IV. To logout of the GEAC e-Application**

Users can logout the GEAC e-Application from the menu bar. To logout: Click “Logout” in the menu bar

#### **V. Getting additional help**

If you need more help in filling up the application or using the GEAC e-Application, you can write to us at [geac.secretariat@gov.in](mailto:geac.secretariat@gov.in) .

For more information, please click the “FAQ” Link in the menu bar.