



FITT Online Incubation Application

[User Guide]



As a part of its automation initiatives, the **Foundation for Innovation and Technology Transfer** went live with its project management **ERP module** in September 2023.

As a part of the **phase 2 drive**, FITT is now enabling its online portal for the startup community. The startup support ecosystem is visualized to have three modules: incubation, funding, and acceleration. The planned timelines are as follows:

Incubation Module by **Jan 2024**

Funding Module by **Feb 2024**

Acceleration Module by **Mar 2024**

The incubation module is live for the startup community, and the startup community will benefit by:

All requests are enabled online.

Real-time visibility of status of requests and applications.

Quicker resolution with less follow-up and automatic escalation.

Reminders on pending action.

The new online portal is now live.

Incubation Application

Step 1: Enquiry

Click on the "Send Message" tab and fill out your inquiry..

Select "Incubation" as the subject.

Fill in other basic details such as company/individual name, contact information, and email ID.

After submitting the inquiry, you will receive an OTP verification number on your email ID and mobile number for authentication.

Submit OTP within 5 minutes.

Upon submission of the Enquiry, an intimation will be sent to Incubation Manager for approval.



Incubation Application

Step 2: User ID Creation

After approval, click on the registration link to create your credentials (User ID and Password).

Fill in details such as address, name of the company/individual, email ID, and mobile number.

After submission, a verification mail will be sent to your registered email ID for verification.

You can add your feedback and rate your experience.



Incubation Application

Step 3: Profile creation

Go to login tab or click here:
<https://fitt-iitd.in/ERP/login>

Select "client" as the user and input the login credentials.

After successful login, step by step fill in the basic information, contact information, category, interests, and mentor details if any.

After submission, you will receive an email confirming successful profile registration.



Incubation Application

Step 4: Apply for Incubation

On the sidebar , click on the Incubation tab, and under that click “All menu” .

On the right side of the page, you will see Add button; click on that .

Fill in basic company details and founder’s information.

You will see a green tick on both tabs (Basic information(upload pitch deck as per [template](#)) and Founder’s Details).



Incubation Application

Step 5: Application Stage

After committee approval for incubation, check the dashboard.

Click “Request to Add Completed Incubation Application”

On the right side of the screen, click the edit button and complete the application form.

Subsequent steps involve uploading due diligence documents, signing agreements, and completing onboarding, which will be prompted through email notification.