Tata InnoVista 2024

Participant Guide

Version 1.0

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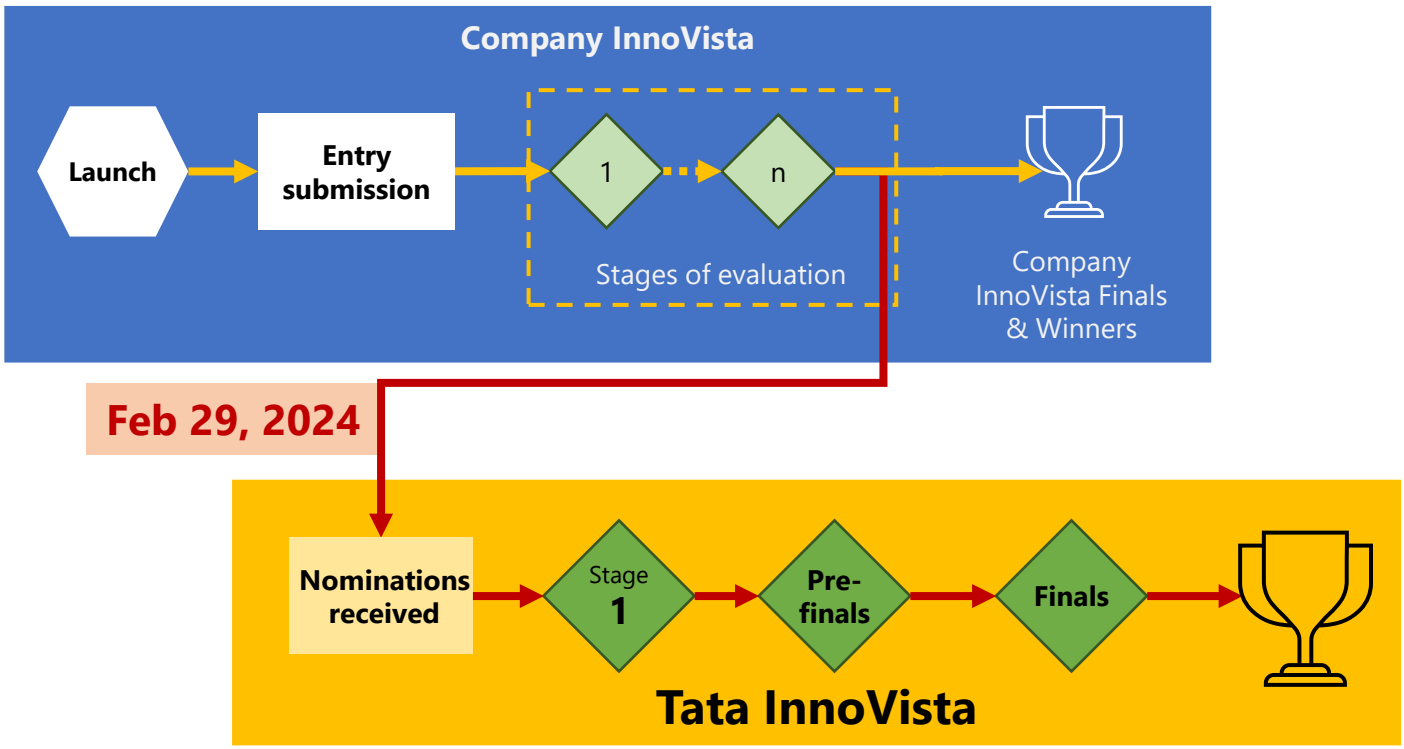
Overview

- Tata InnoVista is managed by each company through respective Administrators.
- Hence for detailed information like, timeline etc, you may kindly contact them.
- If you are not sure who the administrator for your company is, you may reach out to us at tatainnovista@tata.com

The Process

Tata InnoVista begins with the Company InnoVista. Best projects from each company are nominated to group level Tata InnoVista



Award Categories

Please refer to the Awards Definition document for detailed descriptors for all awards.

A few companies have customized some award categories; hence, you may reach out to your company Admin for relevant details.

Log in to the Portal

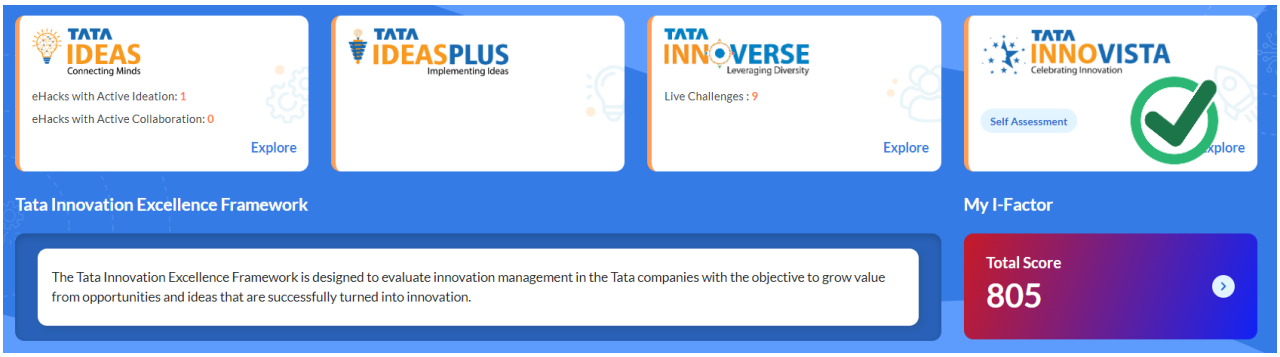
ACCESS TO THE WEBSITE IS THROUGH YOUR COMPANY INTRANET ONLY.

All Tata companies have configured a single sign-on (SSO) access link to InnoVista from their intranet home page to the Group Innovation Management Systems (GIMS) page.

If you are unaware of this SSO link, please get in touch with your company administrator

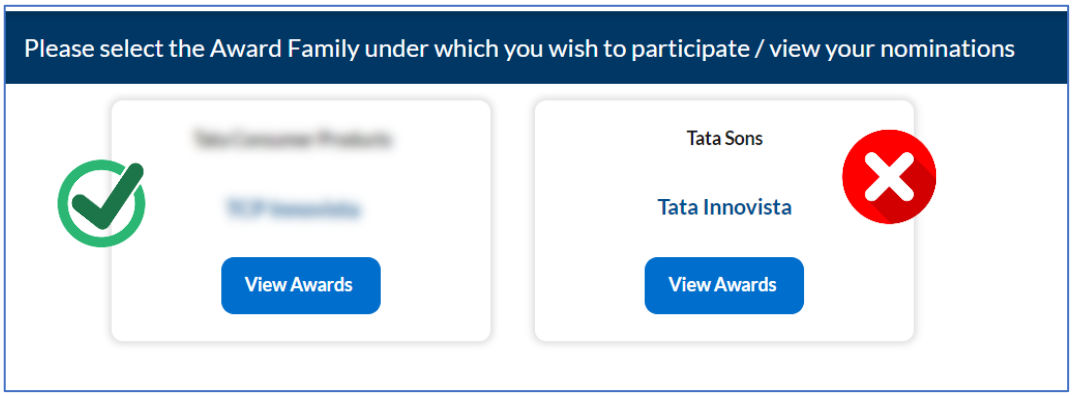
Accessing via the SSO link with bring you to the GIMS page as shown below

Click on Tata InnoVista.

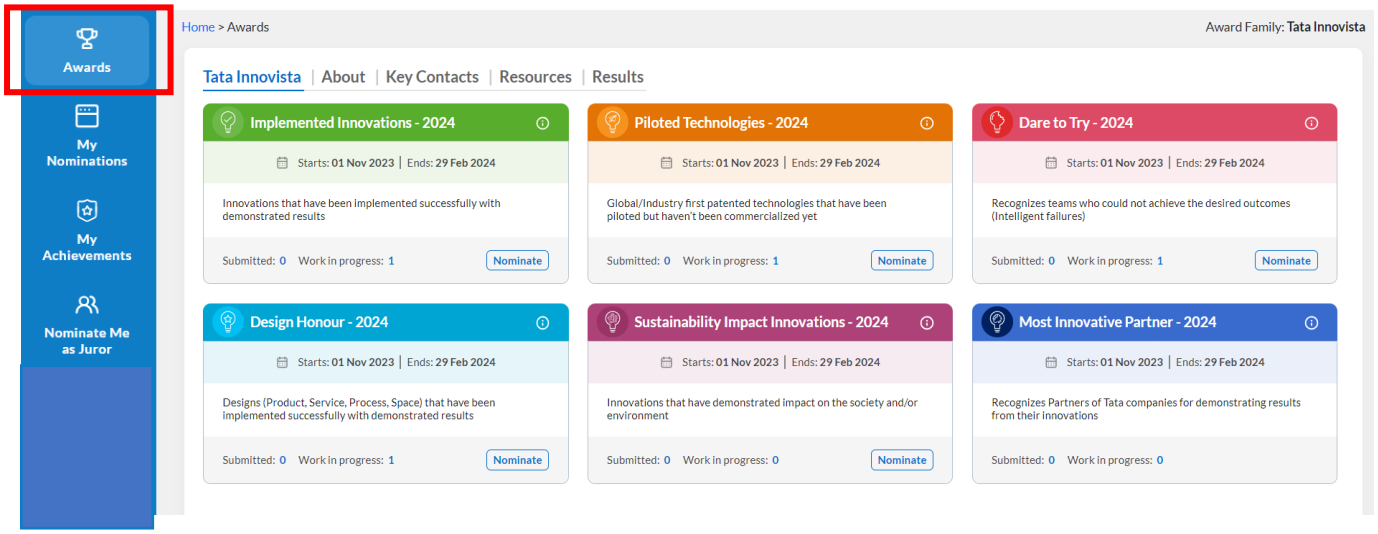


You will now see multiple Award Families.

Select your company's InnoVista award family.

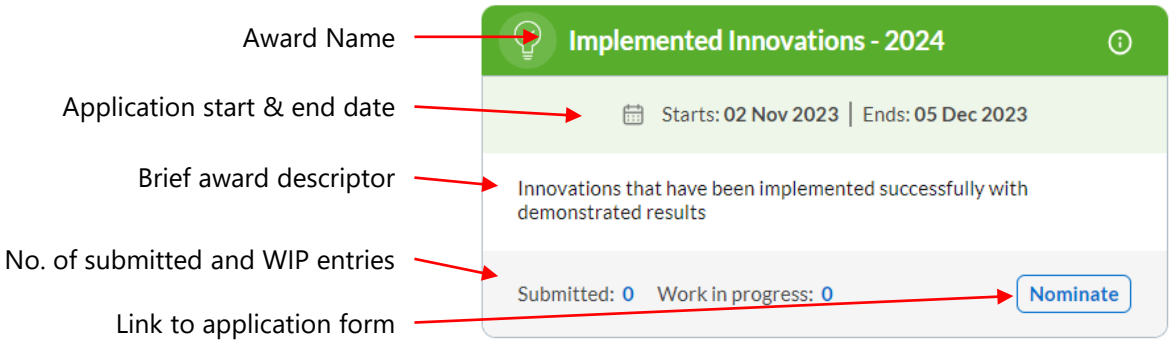


Indicative Screenshot of the Awards page

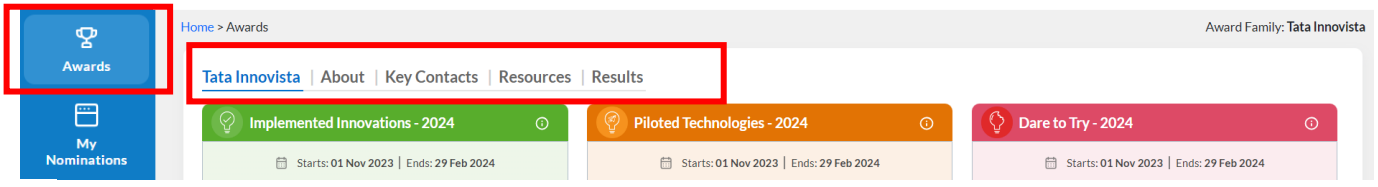


Left side panel links:

1. **Awards:** Shows you the award categories open for participation. Each award has a tile with relevant information and a link "Nominate" which opens the application form (see details below)
2. **My Nominations**: Is a tabular view of the nominations you have submitted thus far (current year and past years)
3. **My Achievements**: Gives you a summary view of your past achievements at Tata InnoVista (not company InnoVista)
4. **Nominate me as Juror**: In case you wish to be a juror with Tata InnoVista, please fill this form. Decision to include you as juror will remain with the Admin.



More Sections under AWARDS



Tata InnoVista / Company InnoVista: Shows the awards available for participation

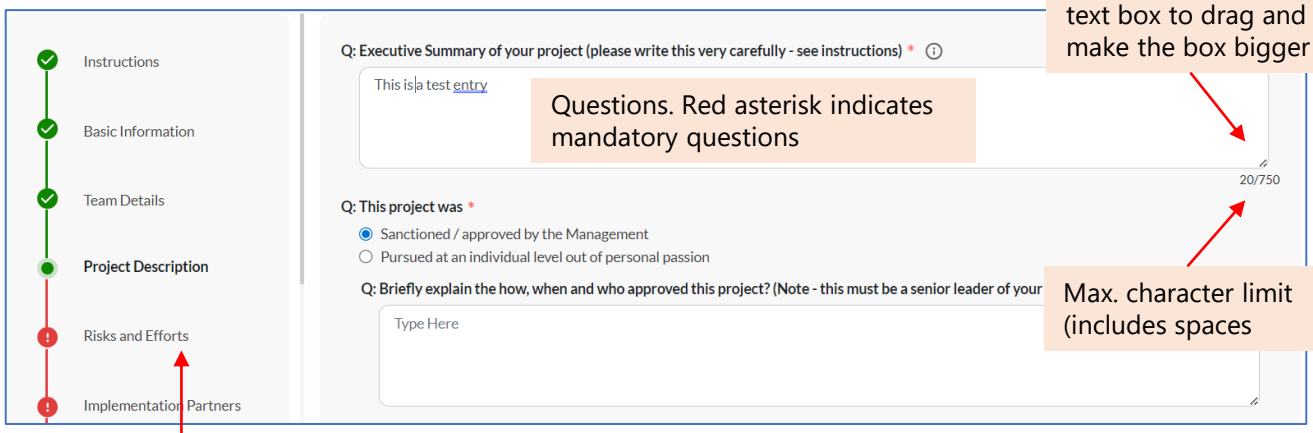
About: Provides a description of the awards

Key Contacts: Provides the names of the administrators of your company InnoVista

Resources: Contains videos and other collaterals

Results: Gives the results of the various rounds of company InnoVista and Tata InnoVista

Indicative Application Form

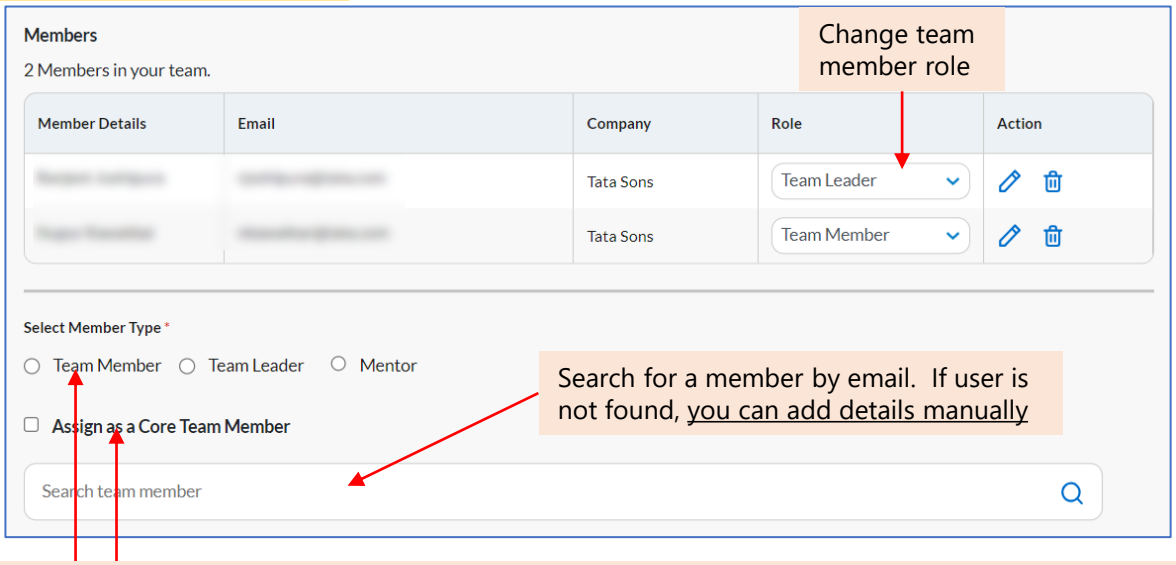


Each form has multiple sections. Incomplete sections appear red and complete sections turn green
You can click on the section name to navigate the form or click Next at the bottom of each section to progress to the next section

NOTES:

1. **Auto-Save**: The system is designed to auto-save the application form every minute.
2. System does not permit the application form to be opened in multiple windows or multiple computers
3. After the Submit section there are 2 more sections to fill before your form will be considered as Submitted

Team Details section



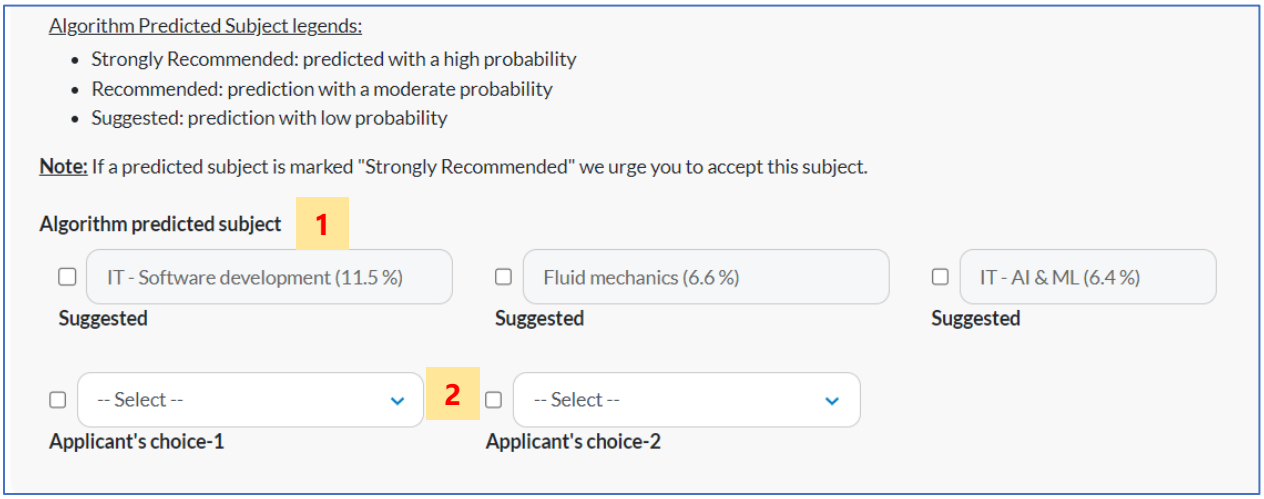
Select team member type first when adding a member
Check if member is core team member (Note: only 4 core team members permitted; you can add many more non-core team members)

NOTES:

1. Mentors can only be selected from a predefined list provided by your company. If you do not find name of mentor, please get in touch with your company administrator
2. Refer Award Definition document for team composition (for single company and multi-company projects)

Subject Selection section

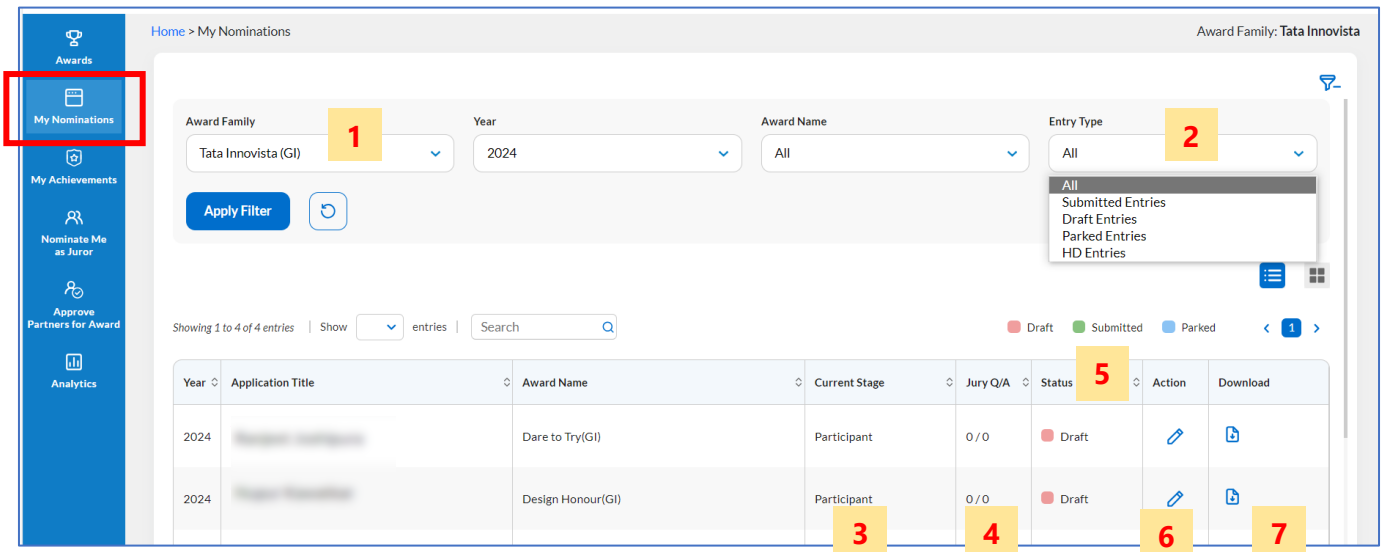
1. The system runs an AI algorithm to auto-predict 3 subject areas (along with probability) that the innovation may relate to. This comes from a predefined list of subject areas.
2. You may select any 2 closest related subjects OR you many manually select the closest match from other subjects
3. Note: the subjects relate to the innovation and not your company domain. Please choose the subject accordingly. For example: the project could be an AI-ML innovation in supply chain done by a company in the Automotive industry. In such a case you may choose AI-ML and Logistics as subjects – not Automotive



Uploading files

1. When you require to upload any file, please **CHOOSE** the file from your local folder.
2. File type permitted for upload is mentioned below the question
3. To complete please click **UPLOAD**
4. Uploaded file appears on the right side with options to download or delete the file

My Nominations



1. **Award Family:** Please select this filter correctly: When your entry resides at your company InnoVista please select your company InnoVista filter. ONLY WHEN your project is nominated forward to Tata InnoVista should you choose this filter (see next page for a detailed explanation)
2. **Entry Type**: You may decide to select this filter or use ALL
   a) Submitted entries: entries which are complete and submitted
   b) Draft entries: Incomplete or WIP entries
   c) Parked entries: In a few cases a project from a previous year OR another award category may get parked into the next year or a different award category. Use this filter to search for such entries
   d) HD entries: your projects that are recommended for Horizontal Deployment in other functions of your organization (seldom used – you may ignore this year)
3. **Current Stage**: Shows the current stage your application is at
4. **Jury Q/A**: During the first stage of evaluations, jurors may raise queries against your application. This column shows queries raised and answered (left number for queries / right number for response). Click on left side number to view and respond to a juror's query
5. **Status:** status of your application – whether submitted / draft / parked
6. **Action**: An active pencil icon indicates your application form is editable
7. **Download**: downloads your application form in PDF format

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Tata Sons - External

Company InnoVista & Tata InnoVista

Applicable to Tata Power only for 2024
Parent company: Tata Power
Invited child companies: TPDDL & TPSSL

Company Level InnoVista

Award Family name:
<company> InnoVista OR
<company-parent> InnoVista
(if participating through your parent company)

- When you first submit your entry it resides here.
- App key = X
- Entry will follow company-level InnoVista process.
- If found suitable, it will be nominated to the next higher InnoVista

Parent company InnoVista

Award Family name:
<Parent company> InnoVista

- If nominated here, an additional version of your entry is created
- App key = Y
- Entry will follow Parent-level InnoVista process.
- If found suitable, it will be nominated to the next higher InnoVista
- Note: this level of InnoVista exists for few companies only

Tata InnoVista

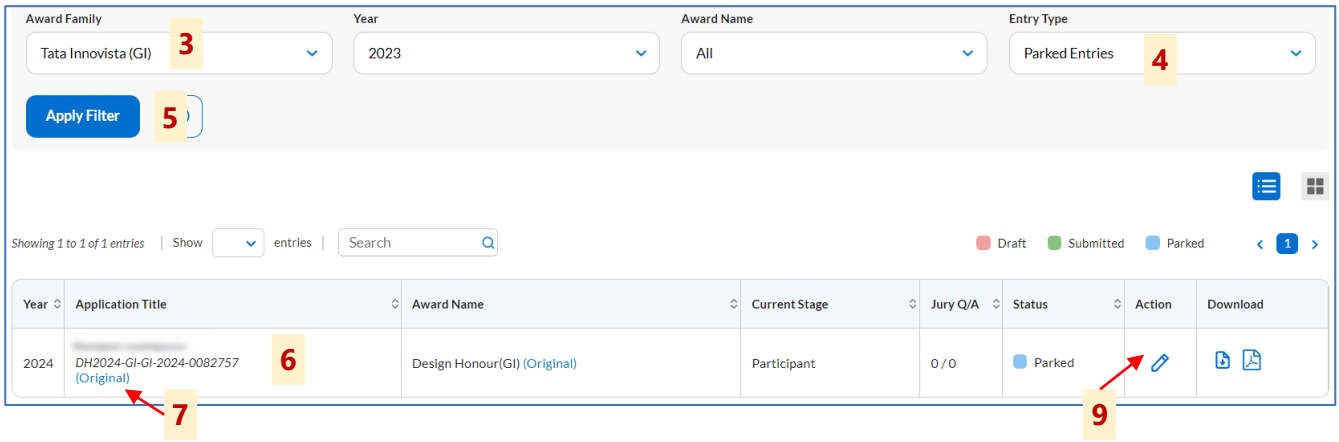
Award Family name:
Tata InnoVista (GI)

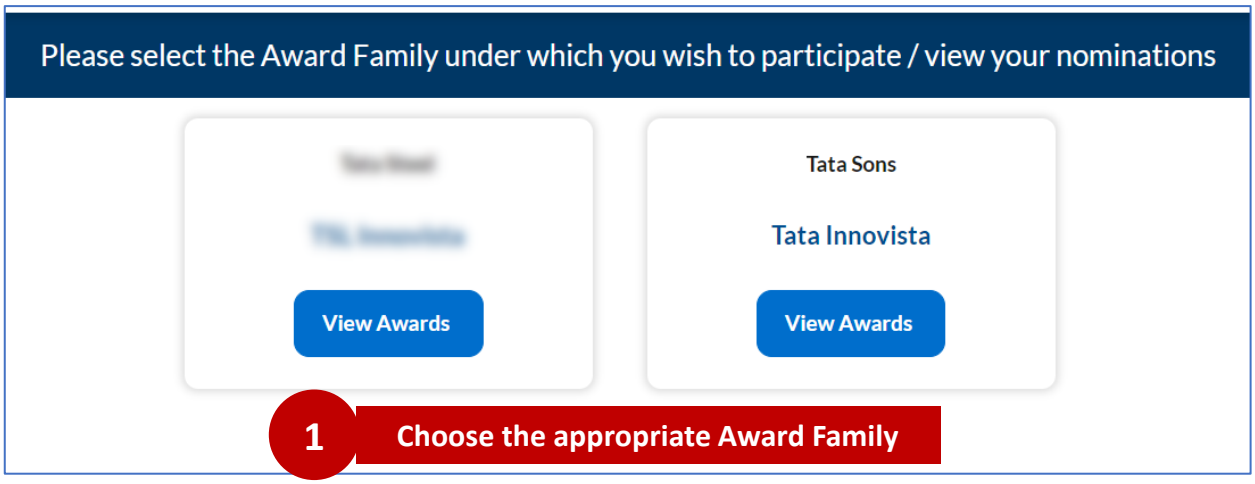
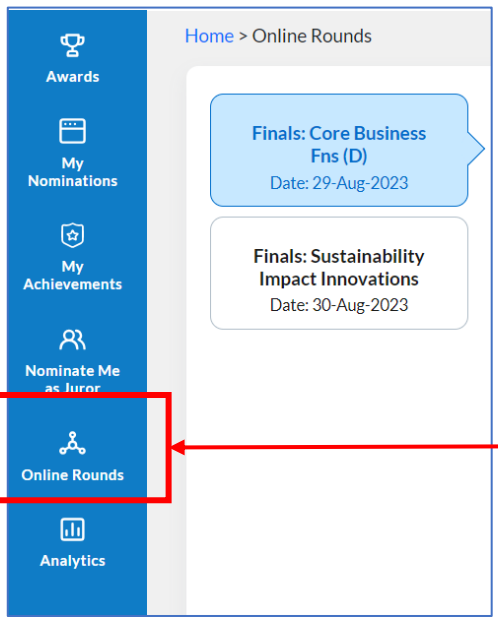
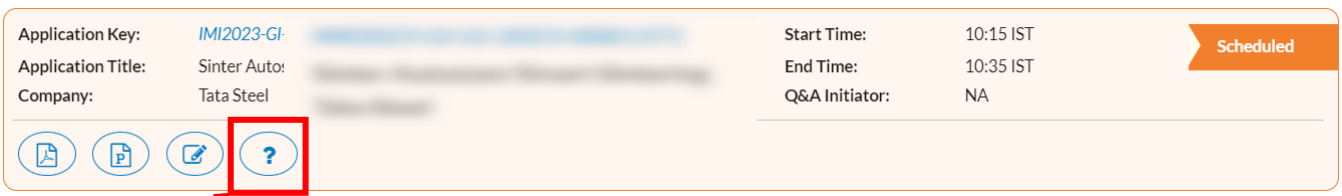
- If nominated here, an additional version of your entry is created
- App key = Y
- Entry will follow Tata InnoVista process.

You will receive instructions, jury queries, updates etc for your entry under any of these InnoVistas. Hence please be aware of this and choose the appropriate award family and entry to respond to (refer to the appropriate application key number)

Editing a Parked Entry

1. Parking of entries is primarily done by the Tata InnoVista team. Only in a few exceptional cases would your entry be parked by your Company InnoVista.
2. To find your parked entry, visit your MY NOMINATIONS
3. Select the TATA INNOVISTA (GI) as Award Family
4. Set entry type filter to see PARKED entries of the year 2023. *Even if you do not select Parked entry filter and search for All entries you will find the parked entry in the table with a blue icon in Status column*
5. Click Apply Filter
6. Your parked entry will show. The app key in Title column is the new app key for the new draft entry form
7. Click on ORIGINAL button under the Application Key to download a PDF copy of your last year's entry.
8. A DRAFT entry for this year has already been created for your last year's parked entry
9. Click the pencil icon on extreme right to edit your new entry for year 2022
10. Fill the form and SUBMIT your entry form as per guidelines



Online Rounds

- Your company may decide to hold evaluations using the Online Rounds module
- Please refer to this section in such a case
- This mode is used for the Prefinals and Finals of Tata InnoVista