



CAROLINE 2019

Irish Research Council Collaborative Research Fellowships for a Responsive and Innovative Europe **CAROLINE** – Co-funded by Marie Skłodowska – Curie Actions

Guide for Research Offices (Including details of the Online Application System)

**The deadline for submitting your Research Office endorsement is exactly:
16:00 (Irish time) 20th September 2018**

This document is provided to assist you in submitting a Research Office endorsement for applications under the **CAROLINE** Scheme. Please read this document carefully prior to completing the Research Office/HEI endorsement.

The Irish Research Council will only accept endorsements through the online application system, as explained below. Please do not send any hard copies of your endorsement to the Irish Research Council.

LOGGING INTO THE ONLINE SYSTEM

- Please note that the online system can only be successfully accessed and supported through the following browsers: [Internet Explorer](#) (version 9 and higher), [Firefox](#) (last 2 most recent versions), [Google Chrome](#) (last 2 most recent versions) or [Safari](#) (last 2 most recent versions).
- Research Officers who have been registered on the Council's [SmartSimple online system OLS](#), should have received a confirmation email containing their username (email address) and password.
- Ensure that the email address ircapps@research.ie is on your 'safe senders' list. You may need to check with your IT department to ensure there's no issue with your organisation's internal firewall.
- If you have lost or forgotten your password, navigate to the link above and click the "[Forgot Password?](#)" link. A system-generated password will be forwarded to your email address. If you do not receive this email, please check your spam folder. Please note that it may take up to 15 minutes to receive the email containing your new password.
- By logging in, you will be able to view and access all completed applications available for your endorsement decision.

When you log in to the system, two icons as highlighted on the following screen (or similar icons) will allow you to access CAROLINE applications:

An Chomhairle um Thairgead in Éirinn

Potential CAROLINE Partner Organisations List of organisations registering an interest in hosting a CAROLINE Research Fellow	Registered supervisors View all registered supervisors at Test University	Registered mentors View all registered mentors at Test University
Submitted IRCLA Applications	Register supervisor Register a supervisor at Test University	Register mentor Register a mentor at Test University
Open calls		
View draft applications View applications in draft status at Test University	Applications pending endorsement View applications pending endorsement at Test University	Reviewed applications View applications previously reviewed by Test University

Viewing applications not ready for institutional endorsement

In order to view the content and other relevant details of CAROLINE applications in draft as well as submitted CAROLINE applications that are associated with your Higher Education Institution/Research Performing Organisation, please click on the ‘View Draft Applications’ icon (as indicated above) on the home page.

The system will then display a list of applications currently in the system, both in draft and received by the system (submitted but not ready for institutional endorsement).

Applications Awaiting Supervisor/Mentor Support										
Status	Project ID	Applicant Name	Applicant Email	Number of Referee Forms Submitted	Status of Created Reviews	Supervisor/Mentor Status	Enterprise Mentor Status	Supervisor/Mentor Name	Supervisor/Mentor Email	View
Draft	CLNE/2018/10	Rtest Japplicant	ircfakeapplicant1@gmail.com	0	0 Referees Assigned	Mentor Assigned		Test Assessor IRCLA	tonyc389@gmail.com	Print (PDF)
Application Received	CLNE/2018/203	Marie Harte	marie.harte@ucdconnect.ie	2	2 Referees Assigned <ul style="list-style-type: none"> • Incy Wincy - Submitted • Test Testperson - Submitted 	Mentor Assigned Mentor Form in Preparation Mentor Form Completed	Secondment Mentor Assigned Secondment Mentor Form Completed Placement Mentor 1 Assigned Placement Mentor 2 Assigned Placement Mentor Form(s) Completed	IRC Fake Supervisor Two	ircfakeasupervisor2@gmail.com	Print (PDF)

The ‘Applications Awaiting Supervisor/Mentor Support’ screen will provide you with:

- The status of the application form (i.e. whether it is in Draft or whether it has been submitted, i.e. ‘Application Received’).
- Information regarding the assigned Participants: Academic Mentor (in the “Supervisor/Mentor Status” column), Secondment Mentor (in the “Enterprise Mentor status” column), and Referees, and the status of their relevant forms (Submitted / Completed or in Preparation).
- The Academic Mentor’s name and email address.
- To access the content of the application form, click ‘Print (PDF)’ to view the application.

All mandatory participants - the Academic Mentor, Secondment Mentor, two Referees, and Placement Mentor (if applicable) need to submit their relevant forms. After all mandatory forms pertaining to an application are received by the system, status of that application will change to "Pending Endorsement" and the application will become available for the relevant Research Office endorsement under the relevant icon in the OLS. Note that where an optional placement is proposed, the relevant placement mentor’s form must also be received by the system.

Submitting a Research Office Endorsement Decision

To access CAROLINE application awaiting institutional endorsement, please click the "Applications Pending Endorsement" located on the home page of the portal.

On the next screen, the system will provide you with a list of CAROLINE applications that are in "Pending Endorsement" status. In order to enter your endorsement decision, click "Open":

Applications Pending Endorsement							
Project ID	Project Title	Applicant	Institution	Name of Mentor or Supervisor	Status	Type	
1	GOIPD/2018/6	Test Application	Fake Applicant4	Test University	Fake Mentor in Ireland 3	Pending Endorsement	Postdoctoral Fellowship (Government of Ireland)
2	CLNE/2018/366	Testing the system2	Marie Harte	Test University	IRC Fake Supervisor One	Pending Endorsement	CAROLINE Fellowship

The system will then open the relevant application. You will have read-only access to the application in a structured format, as well as to a PDF version of the application.

To enter and submit your endorsement decision, navigate to the "Endorsement" tab as highlighted below:

The screenshot shows the 'Project - Testing the system2' page with a navigation bar containing several tabs: Application Overview, Primary and Additional Participants, Academic Qualifications, Fellowship Proposal, Relevant Work Experience, Publications & Other Research Outputs, Personal, Ethical and Sex / Gender Statements, Indicative Budget, Applicant Declarations, and Endorsement. The 'Endorsement' tab is highlighted with a red box. Below the navigation bar, the 'Application Details' section is visible, showing fields for Autosave enabled (Autosave Enabled), Application type (CAROLINE Fellowship), Status (Pending Endorsement), Create date (11/09/2017 09:52:00), and Project ID (CLNE/2018/366).

The "Endorsement" tab includes two questions as shown below:

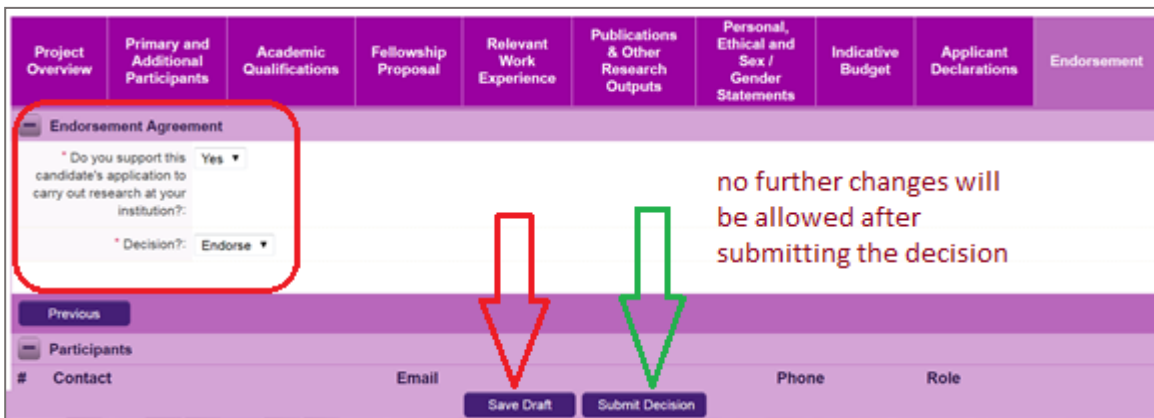
The first screenshot shows the 'Endorsement Agreement' form with the question: "Do you support this candidate's application to carry out research at your institution?". It features a dropdown menu with 'Yes' and 'No' options, and a 'Decision?' field. The second screenshot shows the same form with the question: "Do you support this candidate's application to carry out research at your institution?". It features a dropdown menu with 'Endorse' and 'Reject' options, and a 'Previous' button at the bottom.

Please note that the system does not allow contradictory responses to the two questions pertaining to endorsement decision:



ENDORISING A CAROLINE APPLICATION

If you wish to endorse the application, please chose the following options – as shown at the screen shot below:

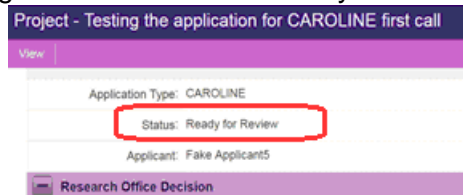


It is advisable to click the "Save Draft" button before submitting your endorsement decision.

Please note that no changes will be possible once your endorsement decision is submitted.

When you click the "Submit Decision" button at the bottom of the screen, your endorsement decision will be submitted.

The application status will change on the screen to "Ready for Review":



REJECTING A CAROLINE APPLICATION

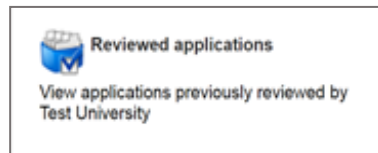
If your Higher Education Institution/Research Performing Organisation does not support the application, please answer the questions as indicated below. Note that where an application is rejected by the Research Office, a brief comment outlining reasons for the rejection is required:

It is advisable to save draft of your endorsement decision (use the "Save Draft" button at the bottom of the screen). To submit your endorsement decision, please click on the "Submit Decision" button. Please remember that no changes in your endorsement decision, including comments, are possible after your answers are submitted.

Status of rejected applications changes to "Ineligible Application":

REVIEWING ENDORSED APPLICATIONS

Access to all applications endorsed by your Research Office is via the "Reviewed applications" icon on the home screen:



As shown below, information provided on screen includes the application status following submission of institutional endorsement decision (Ready for Review or Ineligible Application).

Research Office - Reviewed Applications								
	<u>Current Project Status</u>	<u>Project ID</u>	<u>Applicant Name</u>	<u>Project Title</u>	<u>View Application</u>	<u>Research Office Decision</u>	<u>Reason for Rejection</u>	<u>Decision Date Submitted</u>
11	Ineligible Application	CLNE/2017/166	Fake Applicant3	Fariha testing CAROLINE	Print (PDF)			
12	Ineligible Application	CLNE/2017/477	Fake Applicant	CAROLINE Project	Print (PDF)			
13	Ready for Review	CLNE/2017/595	Fake Applicant5	Testing the application for CAROLINE first call	Print (PDF)			

Effects of submitting the endorsement decision:

- The Research Office endorsement will be 'locked' and further edits will no longer be possible.
- You will receive an email confirming receipt of your decision.
- The applicant will receive an email confirming the Research Office decision. If the application has not been endorsed, the reason entered into the system by the RO will not be communicated to the applicant.

ADDRESSING TECHNICAL ISSUES

- If you experience any technical problems, please clear the cache in your browser and continue. Please contact caroline@research.ie should your problem persist. Please include the relevant project ID, information about the browser you are using (name and version), and a detailed description of the issue encountered, including screenshot(s) and any error messages as relevant.