Irish Research Council
Employment Based Programme (Postgraduate) 2019

Guide for Employment Mentors

This document is provided to assist you in submitting an Employment Mentor's form for applications under the Employment Based Postgraduate Programme 2019.

The deadline for submitting your Employment Mentor form is no later than:

16:00 (Irish time) Thursday 7 March 2019

The Council will only accept forms submitted to the Online System (OLS), as explained below. Please do not send emails or hard copies of your Employment Mentor Form. Applications to the scheme will be deemed ineligible and will not be considered for funding if they do not have all the required participant forms completed in full and submitted via the OLS by this deadline.

**Please read this document prior to completing your form
and ensure you have read the
Employment Based Programme 2019 Terms and Conditions.**

Employment Partner Registration

The proposed Employment Partner needs to be pre-registered on the system before they can be selected and added to the application.

If your organisation is previously registered on the OLS, an applicant can select your organisation in the dropdown in their online application form and input details of the named mentor in your organisation – please see the Guide for Applicants. Previous contact should be made between the Employment Partner and the applicant prior to this to confirm that your organisation would be willing to comply with the Terms and Conditions 2019.

If your organisation is not previously registered on the OLS, your applicant can prompt your organisation to register – please see the Guide for Applicants, by completing the 'REQUEST ENTERPRISE PARTNER REGISTRATION" section. A form which will be sent to the Employment Mentor, along with a link for them to send on to the Primary Contact of their organisation so that the Primary Contact can complete the registration form for their organisation. Employment Partners only need to register once, even if they participate in multiple schemes. Once registered, the organisation will then be viewable as an Employment Partner in the OLS.

PLEASE NOTE: For the purposes of the 2019 Call, when the OLS uses the terminology 'Enterprise Partner' or 'Enterprise Mentor' it shall be considered to be the equivalent of the terms 'Employment Partner' and 'Employment Mentor' used here in the Guide and also in the Terms and Conditions for this scheme.

EPS Organization Information

* Organisation Name

* Registered Company Number

* Address

* Address 2

* City

* Country

Ireland ▼

* Province

--- Select One --- ▼

* Postal Code

* Phone

* Web Site

* Company Type

▼

* Company Size

○ SME
○ Multinational Company
○ Large Indigenous Irish Company
○ Large Non Irish Company
○ Other

* Company Sector

○ Engineering
○ Information and Communications Technology
○ Medical Technology
○ Pharmachemical
○ Other

* Principal Activity

Please enter zero if your organisation does not have a Registered Company Number.

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Organisation's Authorised Representative's Details

* Title

Select One ▾

* First Name

* Last Name

* Position within the organisation

* Email address

* Company accepts that all awards will be governed by Irish Research Council's Scholarship / Fellowship Terms and Conditions:

○ Yes

○ No

* Company accepts that participation requires more than a financial input and has the capacity to provide professional guidance as well as access to experimental facilities or data

○ Yes

○ No

* The Enterprise Partner accepts that the awards are educational in nature focusing on the education and career development of the researcher, the generation of new knowledge and the building of collaborations between enterprise and higher education providers. They are not a mechanism to facilitate contract or commissioned research

○ Yes

○ No

Company will nominate a research mentor from within the company to assist the researcher in acquiring graduate skills including those set out in the "Irish Universities" PhD Graduate Skills" statement (published by the Irish Universities Association) and contribute to the overall formation of the researcher. This will include regular interaction with the researcher:

Company has agreed or will agree a research agreement, in particular relating to Intellectual Property and publishing) with the participating Higher Education Institute before a Scholarship / Fellowship offer is made and a copy of this agreement will be made available to Irish Research Council prior to or upon commencement of an award.

Please visit Knowledge Transfer Ireland (KTI) website for information about the national policies and best practices

- KTI website (external link)

IRISH RESEARCH COUNCIL
An Chomhairle um Thaighde in Éirinn

Employment Mentor Form

The deadline for submitting your Employment Mentor form is no later than: 16:00 (Irish time) Thursday 7 March 2019. If this is not submitted prior to this deadline, applications will automatically be deemed ineligible. Due to heavy server traffic on the closing day supervisors and mentors are strongly advised to submit applications at least 4 hours in advance of the deadline.

Logging on to the system

If you experience any problems, please clear the cache in your browser and continue. Please contact schemes@research.ie should you continue to experience any difficulties.

Once an applicant adds you to their application as an Employment Mentor, you will receive an email containing your username (your email address) and password, and a link to the login page: https://irishresearch.smartsimple.ie/s_Login.jsp

The online system can only be successfully accessed and supported through the following browsers: Internet Explorer (version 9 and higher), FireFox (2 most recent versions), Google Chrome (2 most recent versions) or Safari (2 most recent versions). Do not use a mobile phone or tablet to submit form.

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 mislaid your password, go to the above URL and select '**Forgot password?**'. A system-generated password will be forwarded to your email address. If you do not receive this automated email, please check your spam folder.

When you have logged on, the following screen will be displayed:

Creating your Employment Mentor Form

Click on the icon '**Employment Mentor Assigned Postgraduate Applications**' in order to view any postgraduate applications awaiting your completion of an Employment Mentor form. This will bring you to the following screen where you can create your Employment Mentor form by clicking the '**Create**' button. Once the applicant has submitted their application, you can create your form.

Editing the Employment Mentor Form

On clicking '**Create**', the Employment Mentor form will open in edit mode.

New Activity

Back | View Project

Employment Partner Print Form:	**View Form**
* Form in Irish?:	[▼]

Applicant Details

Applicant Name:	Fake Applicant1
Project Title:	test

Employment Partner Details

Employment Partner Name:	test
Employment Partner Registered Company Number:	54654564
Approved By Irish Research Council:	Yes
Company Type:	Social organisation
Company Size:	SME
SME Size:	Micro Enterprise
Company Sector:	Medical Technology
Principal Activity:	ygjhghjg

* How long has the organisation been operating in Ireland/aboard (as appropriate)?

[   ]

Employment Mentor Details

The Employment Partner will nominate a research mentor from within the organisation to assist the applicant, to act as part of the supervisory team and to contribute to the overall development of the applicant.

Employment Mentor Name:	Fake Enterprise Mentor1
* Employment Mentor Job Title:	[ ]
* Contact Telephone:	[ ]
Contact E-mail:	ircfakeesupervisor1@gmail.com

* Please provide details of relevant mentoring experience to date:

Fill in the required sections. Your data can be saved by clicking on the '**Save Draft**' button at the bottom corner of the screen. Note: The screenshot above is just an example of the sections that are required and does not include all the sections that need to be filled out. Please scroll the page to see all questions.

You can access your application as many times as you wish prior to the deadline by logging onto the system, making sure to save the information you have entered using the '**Save Draft**' button at the bottom of the form each time. Do not click away to another tab or desktop until information has been saved, as you may lose information.

* Please provide details as to why you decided to work with this particular applicant: Please use 'the applicant' rather than the person's name,s/he, or his/her.

x

Click here to Save details

499 words left

* Do you agree to mentor and host the postgraduate applicant should the applicant be successful in the competition?

[Yes ▼]

Save Draft | Submit

Once you have saved a draft, under '**Employment Mentor Assigned Postgraduate Applications'** you will see your Reference form as *Form Created*. Click on '**Edit'** to edit the form (see below). **Save Draft** must be used to save the information you have entered.

Submitting the Employment Mentor Form

Once you submit your form <u>no changes</u> can be made so please ensure you are satisfied with all the content of the form before you click 'Submit' and 'OK'.

To finally submit your form, you must first open the form by clicking the '**Edit'** button below the chosen application. Then select the '**Submit'** button at the bottom of the screen. You must click '**Submit'** in order for the application to proceed to assessment.

The following message will appear:
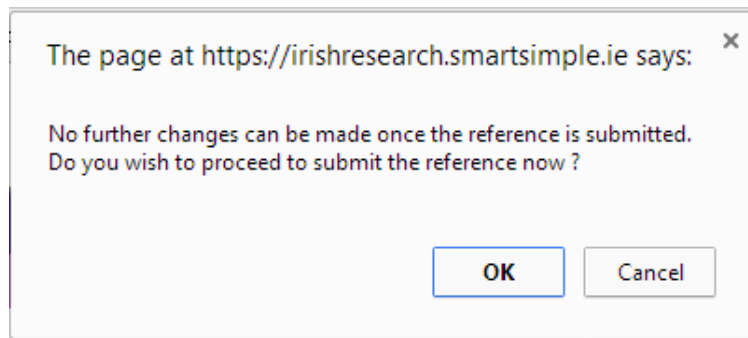
Click '**OK**'. When you have done this, the form will save and will now be submitted to the online system. You will no longer have access to edit the form.

Effects of Submitting the Form

- Once submitted, you will be able to view the form in the **My Submitted Forms** section on your home page. However, you will **not** be able to edit it.

- You will receive an email confirming receipt of your Employment Mentor Form.
- The applicant's online profile will be updated to confirm that you have submitted the form.
- The applicant will not have visibility of any information you have entered at any stage.