



Irish Research Council Employment Based Programme (Postgraduate) 2019

Guide for Academic Supervisors

This document is provided to assist you in submitting an Academic Supervisor Form for applications under the Employment Based Postgraduate Programme 2019.

Please read this document carefully before submitting your supervisor form.

**The deadline for submitting your Academic Supervisor form is no later than:
16:00 (Irish time) Thursday 7 March 2019.**

The Irish Research Council will only accept forms through the online application (OLS) system, as explained below. Please do not send any hard copies of your form to the Irish Research Council. 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.**

Technical note:

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 your form.

Please 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 experience any technical issues, please clear the cache in your browser and continue. If the issue persists, please contact schemes@research.ie – where possible please include the Project ID of the application, the browser you are using, and if appropriate, a screenshot of the OLS and any error messages.

Logging on to the system

Each higher education institution (HEI) is responsible for registering their Supervisors on the online system. When you were initially registered as a Supervisor, you should have received an email containing your user name (your email address) and password, and a link to the login page: https://irishresearch.smartsimple.ie/s_Login.jsp

If you have mislaid your password or the email with the password, enter the above URL and click on the '**Forgot password?**' link. A system-generated password will be forwarded to your email address.

If you are not yet registered on the online system, please contact your Research Office and they will register you on the system.

When you log in to the system, the following screen will be displayed:

Welcome to your profile

[Browser Support Information](#) [Change password](#)

Supported browsers:
Firefox(2 most recent versions),
Google Chrome(2 most recent versions),
Safari(2 most recent versions),
Internet Explorer(version 9 or higher).

Open Calls 2017

[Academic Mentor Instructions](#)
Click here to view [Academic Mentor in Ireland Instructions](#).

Open calls

[Preview applications in draft status](#) [My Assigned Caroline Applications](#)
Click here to see a list of applications which are assigned to you.

[Supervisor assigned postgraduate applications](#) [Preview Mentor assigned applications \(in draft and submitted\)](#)

[Supervisor instructions](#) [My submitted forms](#)

[Secondment Mentor Assigned Applications](#)
Click here to complete and submit your **Secondment Mentor** form(s).

[Placement Mentor Assigned Applications](#)
Click here to complete and submit your **Placement Mentor** form(s).

Progress reporting

[Submitted progress reports \(supervisor\)](#) [Submitted progress reports \(scholar\)](#)

Once the applicant has submitted their application, you will receive an email inviting you to create and complete your form.

Creating your Supervisor Form

To create your Supervisor form, click on the 'Supervisor Assigned Postgraduate Applications' icon on the 'Home' screen:

Open Calls



Preview Applications in Draft Status

Click here to preview applications in **Draft** which are assigned to you.



Supervisor Assigned Postgraduate Applications

Click here to view postgraduate applications for which you have been nominated as a **Supervisor**.



My Submitted Forms

Click here to view all forms you have submitted.

The following screen will appear:

Application Received

Print (PDF)

Create

Once you click on 'Create', the supervisor form will appear. Please complete this as instructed:

New Activity

Click on this link [GUIDELINES](#) to view the 2016 Guide for Supervisors.

1. You have been nominated as a Supervisor for this application which is being made to Irish Research Council.
2. Please complete the Supervisor form here and submit to Irish Research Council when complete by clicking the **Submit** button at the bottom of the screen.
3. If you don't want to complete the form right now, you can save a draft by clicking **Save Draft** at the bottom of the screen and return later.
4. Should you experience any technical issues please contact us by sending an email to postgrad@research.ie with details of the issue, the project ID and the applicant's name.
5. The deadline for submitting your form is exactly 4pm (Ireland time) 10th February 2016.

View Application Details: **Print (PDF)**

Supervisor Print Form: **View Form**

* Form in Irish?:

English Translation: Click Save before adding attachment

Applicant Details

Applicant Name: Fake Applicant2

Project Title: test

Save Draft **Submit**

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.

Your form can be saved by clicking on the **Save Draft** button at the bottom of the screen. Do not click away to another tab or desktop until information has been saved, as you may lose information.

Activity

- affirm that the necessary resources (e.g. books, equipment) are available to progress the work.
- the assistance that the applicant will receive to help them integrate into their new environment (if applicable)? For example, assistance with setting up tax arrangements, language courses etc.

Supervisor Declaration


* I hereby declare that I have read and accept the Supervisor requirements for this scheme as set out in the associated Terms and Conditions and Guide for Applicants Research Council [WEBSITE](#):

I Agree

* I confirm that the information supplied in this Supervisor Form is correct:

I agree

[Click here to save your form](#)



Editing the Supervisor form

Once you have created and saved a draft of your form, you can log out and back in as many times as you wish prior to the deadline and edit the form by clicking on **Edit**:

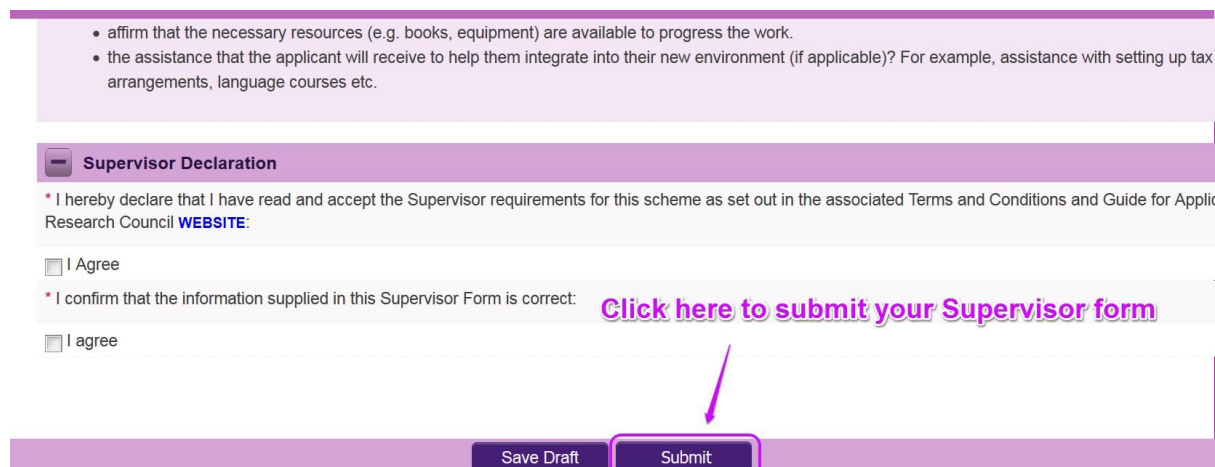
Form Created I agree Draft 29/01/20

Once you click the 'Edit' button, your previously saved form will open.

Submitting the Supervisor Form

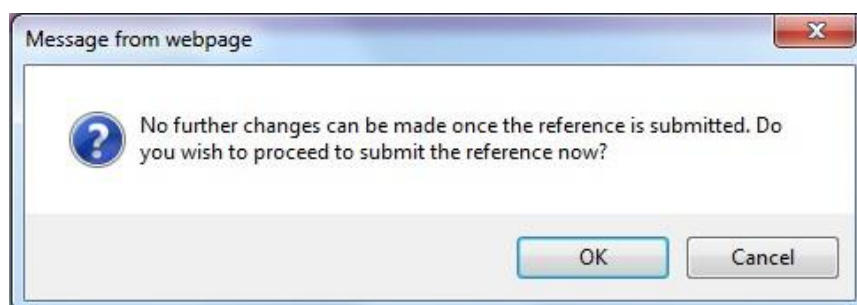
Once you submit your form no changes can be made so please ensure you are satisfied with all the content of the form before you click 'Submit' and 'OK'.

To finally submit the form, open the draft form and check you are satisfied with the information you have inputted. If satisfied, click the **Submit** button at the bottom right of the screen:



The screenshot shows a web form with a purple header. Below the header, there are two bullet points: "affirm that the necessary resources (e.g. books, equipment) are available to progress the work." and "the assistance that the applicant will receive to help them integrate into their new environment (if applicable)? For example, assistance with setting up tax arrangements, language courses etc." Below this is a section titled "Supervisor Declaration" with a minus sign icon. It contains two lines of text: "* I hereby declare that I have read and accept the Supervisor requirements for this scheme as set out in the associated Terms and Conditions and Guide for Application Research Council [WEBSITE](#):" and "* I confirm that the information supplied in this Supervisor Form is correct:". Below the first line is a checkbox labeled "I Agree". Below the second line is a checkbox labeled "I agree" and a purple link that says "Click here to submit your Supervisor form". At the bottom of the form, there are two buttons: "Save Draft" and "Submit". A purple arrow points to the "Submit" button.

The following message will appear:



If you are happy with the content of the form, **click OK**. Once you submit your form there will be no further changes permitted so please ensure you are satisfied with all the content of the form before you click 'Submit' and 'OK'.

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.



My Submitted Forms

Click here to view all forms you have submitted.

- You will receive an email confirming receipt of your form.
- The Applicant's profile page 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.