

**Irish Research Council
Employment Based Programme (Postgraduate) 2019**

Guide for Referees

This document is provided to assist you in submitting a Referee reference for applications under the 2019 Employment Based Programme. Please read this document carefully prior to completing the Reference.

The deadline for submitting your reference is:

16.00 (Irish Time) Thursday 7 March 2019.

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

Technical issues:

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

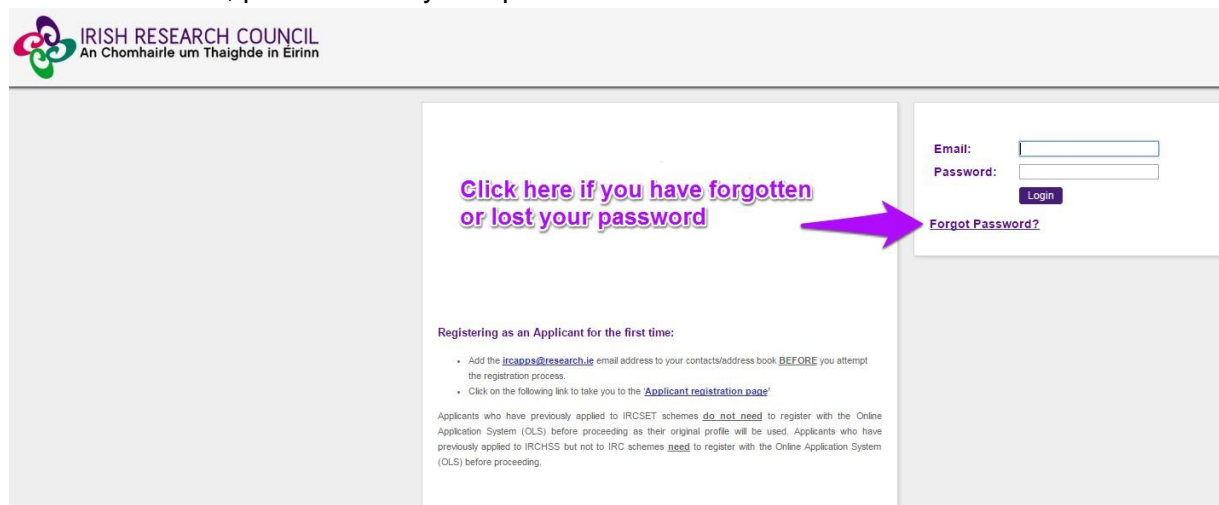
Once an applicant adds you to their application as a referee, you will receive an email containing your username (which is your email address) and password, and a link to the login page: https://irishresearch.smartsimple.ie/s_Login.jsp

The online system can only be successfully accessed and supported through the following browsers:

- Internet Explorer: version 9.0 and higher
- Firefox download: two most recent versions*
- Google Chrome download: two most recent versions*
- Safari download: two most recent versions*

*Firefox, Google Chrome and Safari support applies to the two most recent versions published by the manufacturer excluding beta releases, Also, please ensure your JavaScript is both turned on and up to date. **Do not use a phone or tablet.**

If you have lost or forgotten your password, go to the above URL and click '**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.



The screenshot shows the login page for the Irish Research Council system. At the top left is the logo and name: IRISH RESEARCH COUNCIL, An Chomhairle um Thaighde in Éirinn. The main content area is divided into two sections. On the left, there is a purple text link that reads "Click here if you have forgotten or lost your password". A purple arrow points from this link to the right. On the right, there is a login form with fields for "Email:" and "Password:", a "Login" button, and a link for "Forgot Password?". Below the login form, there is a section titled "Registering as an Applicant for the first time:" with two bullet points: "Add the ircapps@research.ie email address to your contacts/address book BEFORE you attempt the registration process." and "Click on the following link to take you to the 'Applicant registration page'". At the bottom, there is a small disclaimer: "Applicants who have previously applied to IRCSET schemes do not need to register with the Online Application System (OLS) before proceeding as their original profile will be used. Applicants who have previously applied to IRCHSS but not to IRC schemes need to register with the Online Application System (OLS) before proceeding."

Editing the Referee Form

When you have logged on, the following icon will display onscreen:



On clicking 'Edit', the reference form will open in edit mode.

Activity

Referee Print Form:	View Form
* Form in Irish?:	Yes <input type="button" value="v"/>
English Translation:	Lookup...
Applicant Details	
Applicant's Name:	Fake Applicant 3
Project Title:	velit esse quam nihil molestiae consequatur, vel illum qui dolorem eum fugiat quo voluptas nulla pariatur?"
Irish Research Body:	Test University
Referee Details	
Referee Name:	Fake Referee1
* Job Title:	<input type="text" value="test"/>
* Name of Institution and Department or Company/Organisation:	<input type="text" value="Test University"/>
* Address:	<input type="text" value="test"/>
Email:	referee1_irc_irl@yahoo.ie
Relationship to the Applicant	
* I know the applicant:	Very Well <input type="button" value="v"/>
* I was the applicant's:	Advisor <input type="button" value="v"/>
<input type="button" value="Save Draft"/> <input type="button" value="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.



You can then complete your reference. This reference is an essential element of the application. Your data 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 otherwise.

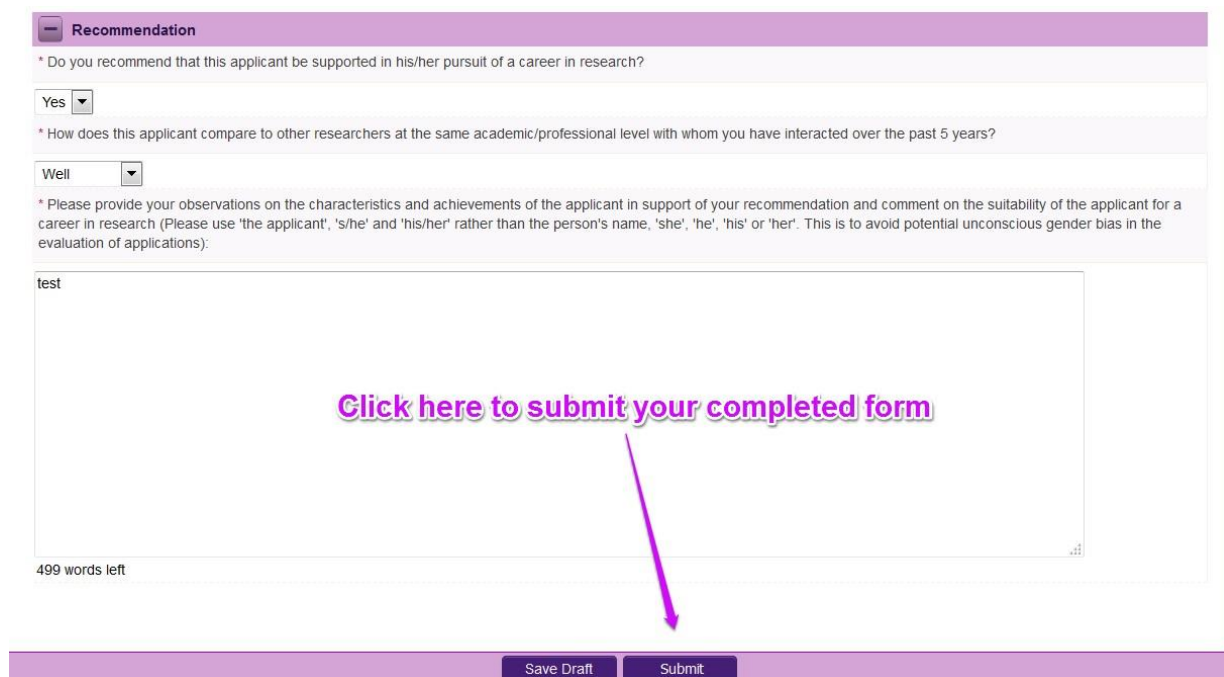
A screenshot of a web form. At the top left of the form area, the word "Test" is written. In the center of the form, the text "Click here to Save details" is displayed in a large, purple, outlined font. Below this text, a purple arrow points downwards to a button labeled "Save Draft". To the right of the "Save Draft" button is another button labeled "Submit". In the bottom left corner of the form area, the text "499 words left" is visible.

Before submitting your reference, you can access and edit your form as many times as you wish by logging in and clicking **Edit** below the chosen application.

Submitting the Referee 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, you must first open the form by clicking the 'Edit' button below the chosen application, as indicated above. Then select the 'Submit' button at the bottom of the screen. You must click 'Submit' in order for the application to proceed to assessment.



Recommendation

* Do you recommend that this applicant be supported in his/her pursuit of a career in research?

Yes ▾

* How does this applicant compare to other researchers at the same academic/professional level with whom you have interacted over the past 5 years?

Well ▾

* Please provide your observations on the characteristics and achievements of the applicant in support of your recommendation and comment on the suitability of the applicant for a career in research (Please use 'the applicant', 's/he' and 'his/her' rather than the person's name, 'she', 'he', 'his' or 'her'. This is to avoid potential unconscious gender bias in the evaluation of applications):

test

499 words left

[Click here to submit your completed form](#)

Save Draft Submit

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 reference.
- The applicant's online profile will be updated to confirm that you have submitted the reference.
- The applicant will not have visibility of any information you have entered.