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.
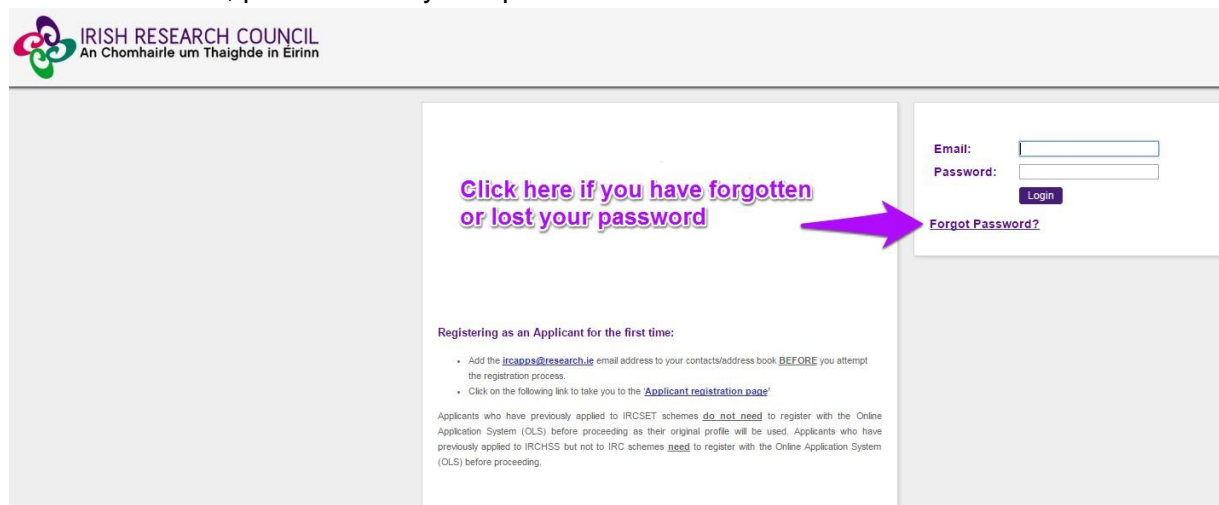
Logging on to the system

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.

Editing the Referee Form

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

Edit/Review postgraduate referee forms

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

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.
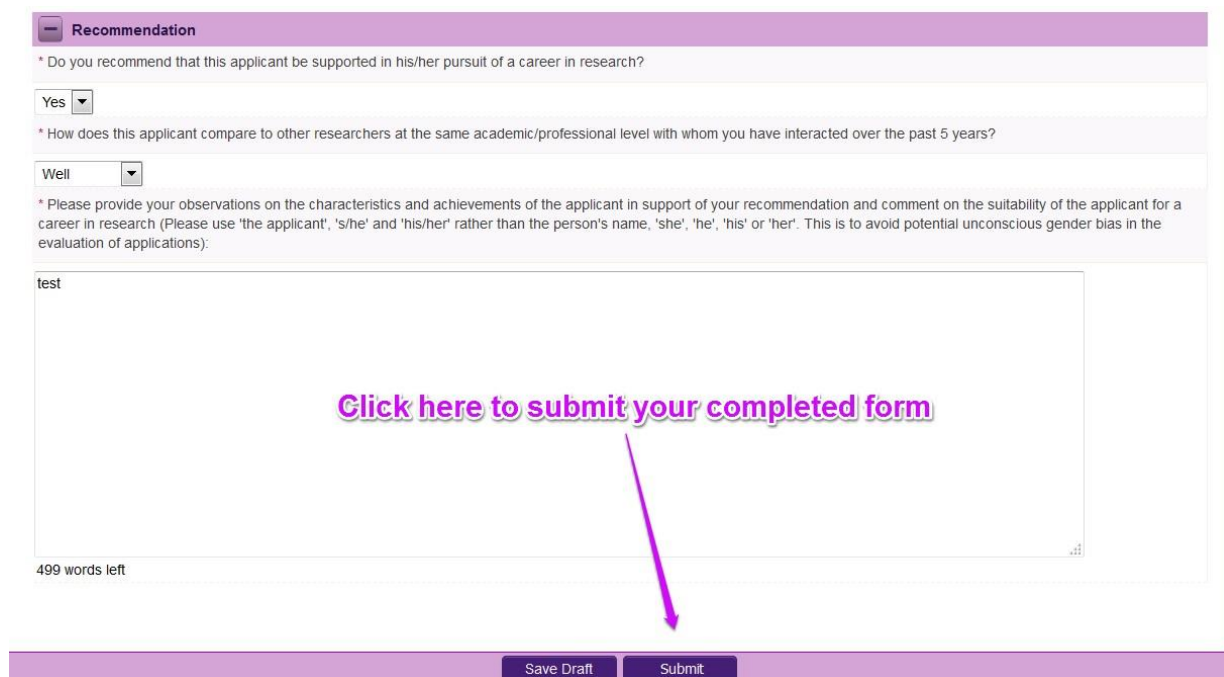

Before submitting your reference, you can access and edit your form as many times as you wish by logging in and clicking [Edit] below the chosen application.

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.

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 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.