

**ENTERPRISE PARTNERSHIP SCHEME  
POSTDOCTORAL SCHOLARSHIP**

**2019**

**GUIDE FOR ENTERPRISE MENTORS**  
Including details of the **ONLINE APPLICATION SYSTEM (OLS)**

**Important dates**

Call Open	16:00 (Irish time), 25 July 2018
FAQ Deadline	16:00 (Irish time), 22 August 2018
Applicant Deadline	16:00 (Irish time), 5 September 2018
Academic Mentor ('Mentor in Ireland') / Enterprise Mentor / Referees Deadline	16:00 (Irish time), 12 September 2018
Research Office Endorsement Deadline	16:00 (Irish time), 19 September 2018
Outcome of Scheme	30 November 2018
Scholarship start date	1 March 2019

**Due to heavy server traffic on the closing day of the competition, applicants are strongly advised to submit applications well in advance of the closing day of the competition.**

## About the Guide for Enterprise Mentors

- This guide provides practical information to enterprise mentors for submitting a reference form for an applicant to the Irish Research Council Enterprise Partnership Scheme.
- The Irish Research Council Enterprise Partnership Scheme is governed by the Terms and Conditions and award acceptance form. The content of this guide is for general information purposes only. In the event of a discrepancy arising between this guide and the Terms and Conditions or award acceptance form, the latter documents will prevail.

## Using the online application system

- Before using the system, please clear your cache and download the most recent version of Chrome. The online system is operational using the following browsers:
  - Google Chrome: two most recent versions
  - Microsoft Internet Explorer: version 9.0 and higher
  - Mozilla Firefox: two most recent versions
  - Safari: two most recent versions
- If you have a technical issue regarding use of the online system, please read these guidelines and the FAQ document available on our website. If your issue is not addressed through either of these mechanisms, only then should you email [schemes@research.ie](mailto:schemes@research.ie) with an outline of your technical issue and a screenshot.
- Applicants should not log into their profile or application form in different browsers at the same time. This may cause the system to invalidate your login session and any information you have entered will be lost.
- If you enter information and do not click the 'save' button before navigating away from the page, this information will be lost.
- Please ensure that the email address [ircapps@research.ie](mailto:ircapps@research.ie) is on your 'safe senders' list. You may need to check with your IT department to ensure there is 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.

### Registering as an applicant for the first time:

1. Add the [ircapps@research.ie](mailto:ircapps@research.ie) email address to your contacts BEFORE you attempt the registration process.
2. Click on the following link to take you to the '[applicant registration page](#)'.
3. Applicants must nominate one email address by which the online system will identify them.

### Browser Support Information

Supported browsers: [Firefox](#) (2 most recent versions), [Chrome](#) (2 most recent versions), [Internet Explorer](#) (2 most recent versions), [Safari](#) (2 most recent versions).

Email:

Password:

Login

### Forgot password?

Please note that it may take up to 15 minutes to receive the automated email with your new password.



Request a new password here. Ensure your email inbox accepts mail from [ircapps@research.ie](mailto:ircapps@research.ie)

You will not be able to provide your Enterprise Mentor form until the applicant has submitted their application. However, you can preview the application details by clicking on the 'Preview Applications in Draft Status' icon on the home page.

<b>Programme:</b>	<b>Referee, mentor and supervisor deadline:</b>
Enterprise partnership schemes 2019 (postgraduate and postdoctoral) Opening 25 July 2018	12 September 2019

**IMPORTANT:** Should you have any technical queries in relation to the enterprise schemes, please email [schemes@research.ie](mailto:schemes@research.ie)

## Welcome to your profile



Browser Support Information

Supported browsers:  
Firefox (last 2 most recent versions),  
Google Chrome (last 2 most recent versions),  
Internet Explorer (version 7 or higher).



Change Password

Click here to change your password

## Open Calls 2018

[View assigned applications here.](#)

[View submitted forms here.](#)



My Assigned Applications

Click here to see list of projects which are assigned to you.



Preview Applications in Draft Status

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



My Submitted Forms

Click here to view all forms you have submitted.



Enterprise Mentor Assigned Postdoctoral Applications

Click here to view application(s) awaiting your reference as a **Enterprise Mentor**.

[View EPS PD Assigned Applications here.](#)

Click on the 'Print (PDF)' button beside any application to see the application. The status of applications to which you have been assigned is also indicated on this page.

## Creating your Enterprise Mentor Form

When the application has been submitted by the applicant and you have logged on, select 'Enterprise Mentor Assigned Postdoctoral Applications' on your Home Page:



Enterprise Mentor Assigned Postdoctoral Applications

Click here to view application(s) awaiting your reference as a **Enterprise Mentor**.

The following screen will appear:

## Enterprise Mentor Assigned Postdoctoral Applications

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1 of 1

Project ID	Application Type	Applicant	Project Title	Grant Status	View Application	New Form	Reference Form	Reference Status	Last Modified Date
EPSPD/2019/166	EPS Postdoctoral Application	Fake Applicant2	Postdoctoral Project Test	Application Received	<a href="#">Print (PDF)</a>	<a href="#">Create</a>			

[View the application here.](#)

Create your Enterprise Mentor form for an Application here.

Select 'Create' to create and complete your Enterprise Mentor form for an application assigned to you.

Owner: FAKE ENTMENTOR

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

1. You have been nominated as an Enterprise Mentor for a Postdoctoral Fellowship application which is being made to the Irish Research Council.
2. You can complete this reference form by completing the fields below and clicking the **Submit** button at the bottom of the screen.
3. If you don't want to complete the reference right now, you can save a draft by clicking **Save Draft** at the bottom of the screen and return later.
4. You can find out more about Irish Research Council by visiting our [WEBSITE](#).
5. Should you experience any technical issues, please contact us by sending an email to [schemes@research.ie](mailto:schemes@research.ie) with details of the issue, the project ID and the applicant's name.
6. Please remember that the deadline for submission of this reference form is exactly **16:00 (Irish Time) 12 September 2018** which will have been indicated in the e-mail you received.

Enterprise Partner Print Form:

[View Form](#)

[View the Application form here.](#)

\* Form in Irish?:

- Yes  
 No

Answer Yes/No if you would like your form in Irish. If you answer 'Yes,' save your form and a prompt requesting a translation be uploaded (in PDF format only) will appear.

English Translation: Click Save before adding attachment

### Applicant Details

Applicant Name: Fake Applicant2

Project ID: EPSPD/2019/166

Project Title: Postdoctoral Project Test

Irish Research Body: Test University

Applicant details are generated automatically from the details provided by the Applicant during their registration.

### Enterprise Partner Details

Enterprise Partner Name: Fake Company

Enterprise Partner Registered Company Number (if applicable): 12345 ?

Enterprise Partner details are also generated automatically from details provided during registration.

Please ensure that you save your form regularly.

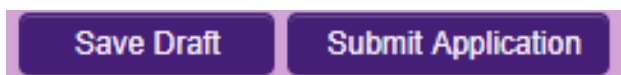
[Save Draft](#)

[Submit](#)

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.



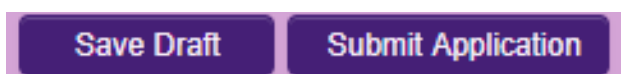
Once you have saved a draft, you will see your Reference form as *Form Created* within the **'Enterprise Mentor Assigned Postdoctoral Applications'** section. Click on **'Edit'** to edit the form (see below). **Save Draft** must be used to save the information you have entered.

The screenshot shows a table titled 'Enterprise Mentor Assigned Postdoctoral Applications'. The table has columns for Project ID, Application Type, Applicant, Project Title, Grant Status, View Application, New Form, Reference Form, Reference Status, and Last Modified Date. A row is visible with Project ID 'EPSPD/2019/166', Application Type 'EPS Postdoctoral Application', Applicant 'Fake Applicant2', Project Title 'Postdoctoral Project Test', Grant Status 'Application Received', View Application 'Print (PDF)', New Form 'Form Created', Reference Form 'Edit', Reference Status 'Draft', and Last Modified Date '17/07/2018'. A blue arrow points to the 'Edit' button in the Reference Form column. Below the arrow is a text box that says 'Click 'Edit' to edit an existing form.'

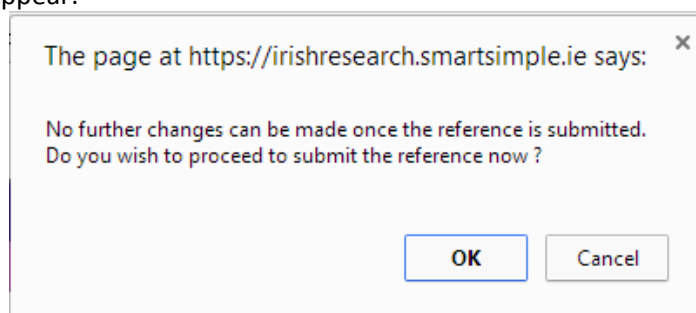
### Submitting the Enterprise Mentor Form

**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 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.



#### **My Submitted Forms**

[Click here to view all forms you have submitted.](#)

- You will receive an email confirming receipt of your Enterprise 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.