IRISH RESEARCH COUNCIL
An Chomhairle um Thaighde in Éirinn

ENTERPRISE PARTNERSHIP SCHEME
POSTDOCTORAL SCHOLARSHIP

2019

GUIDE FOR ACADEMIC MENTORS IN IRELAND
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

About the Guide for Mentors

- This guide provides practical information to 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 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 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.

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

Registering as an applicant for the first time:

1. Add the 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

Funding scheme:	Referee, mentor and supervisor deadline:
Enterprise partnership schemes 2019- opening 25 July 2018	12 September 2018

Welcome to your profile

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

Change Password
Click here to change your password

Open Calls 2018

My Submitted Forms
Click here to view all forms you have submitted.

Academic Mentor Instructions
Click here to view **Academic Mentor in Ireland** Instructions.

Mentor assigned postdoctoral applications 2017

Open calls

Preview Mentor assigned applications (in draft and submitted)

Academic Mentor in Ireland Assigned CAROLINE Applications

You will not be able to provide your Mentor form until the applicant has submitted their application. However, you can preview the application details by (a) clicking on the 'Preview Applications in Draft Status' icon on the home page and then (b) clicking on the 'Print (PDF)' button on the following 'My Assigned Applications in Draft' screen.

Open calls

Preview Mentor assigned applications (in draft and submitted)

To create your Mentor form, click on the 'Academic Mentor in Ireland assigned Postdoctoral Applications' icon that is on the 'Home' screen.

Completing the Mentor form

Once the 'Academic Mentor in Ireland Assigned Postdoctoral Applications' has been clicked the following window will appear. The application may be viewed under 'Print(PDF)' and the Mentor form may be created by clicking on 'Create'

Once you have created your form, you can log out and back in as many times as you want (up until the deadline) and edit the form by simply clicking on **Edit**. Ensure you **'Save'** throughout the process.

* Form in Irish?:	○ Yes ○ No ❓
English Translation:	Click Save before adding attachment

Once 'Create Form' is selected, the referee form will appear. Please proceed to fill out all sections of the form as required.

Applicant Details

Applicant Name:	Fake Applicant2
Project Title:	Postdoctoral Project Test
Primary Area:	
Discipline:	

Academic Mentor Details

Irish Research Body/Research Performing Organisation (RPO):	Test University
Academic Mentor's Name:	Fake Mentor in Ireland
* Sex:	○ Male ○ Female ○ Other ❓
* ORCID Identifier:	

Please ensure to save your form regularly.

Save Draft   Submit

You can then complete your form, which will ultimately play a key role in the evaluation of the application. Your data can be saved by clicking on the **Save Draft** button at the bottom left of the screen. Do not click away to another tab or desktop until information has been saved, as you may lose information otherwise
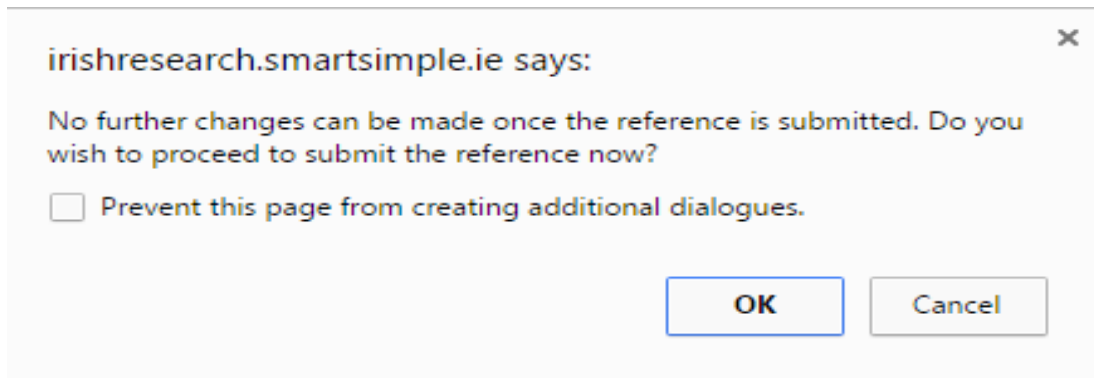
IMPORTANT: Submitting the form

To finally submit the form you must:

Open your Mentor Form. Check you are satisfied with the information you have inputted and then click the **Submit** button at the bottom of the screen.

Save Draft   Submit Application

The following box will appear. If you are happy with the content of the form, **click OK.** Note: 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'.

irishresearch.smartsimple.ie says:

No further changes can be made once the reference is submitted. Do you wish to proceed to submit the reference now?

☐ Prevent this page from creating additional dialogues.

[OK]   [Cancel]

Once the form has been submitted the following message will appear:

Mentor Form Submission Successful

Project ID:

EPSPD/2019/█

Project Title:

Postdoctoral Project Test

[Return to Portal]

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 form.
- The applicant's 'inbox' 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.

Technical
- If you experience any problems, please clear the cache in your browser and continue.
- Please contact schemes@research.ie well in advance of the deadline.