

# Employment Based Programme 2016 – Application Flowchart

Applicant registers on SmartSimple (<https://irishresearch.smartsimple.ie>)



Automatic email is sent from [ircapps@research.ie](mailto:ircapps@research.ie). This contains the login details for the online application process.



Applicant uses new login details to access the system. Applicant creates the relevant form in the Open Calls section of their profile. Applicant registers and assigns Academic Supervisor, Employment Mentor and two Referees. Academic Supervisors must be registered on the online system through the HEIs Research Office. Applicant submits completed form by the indicated deadline.



Automatic email is sent to Academic Supervisor, Employment Mentor and Referees with details of how to complete the relevant reference.



Academic Supervisor, Employment Mentor and Referees complete references by the indicated deadline. (Note: Referees gain access to system when first assigned to an application.)



Automatic email is sent to each of Academic Supervisor, Employment Mentor and Referees to confirm relevant references have been completed.



Deadline date for Academic Supervisor, Employment Mentor and Referee submission passes. Research Office endorses or rejects application by the indicated deadline.



Application is checked for eligibility. If application meets eligibility criteria, it proceeds to assessment. If application does not meet eligibility criteria, an email is sent to the applicant indicating that application is ineligible and it will not proceed to assessment.