Irish Research Council
Employment Based Programme (Postgraduate) 2021

Guide for Academic Supervisors

This document is provided to assist you in submitting an Academic Supervisor Form for applications under the Employment Based Postgraduate Programme 2021.

Please read this document carefully before submitting your supervisor form.

The deadline for submitting your Academic Supervisor form is no later than:
16:00 (Irish time) Wednesday 9 December 2020.

The Irish Research Council will only accept forms through the online application (OLS) system, as explained below. Please do not send any hard copies of your form to the Irish Research Council. Applications to the scheme will be <u>deemed ineligible</u> and will not be considered for funding if they do not have all the required participant forms completed in full and submitted via the OLS by this deadline.

Please read this document prior to completing your form
and ensure you have read the
Employment Based Programme 2021 Terms and Conditions.

Technical note:

The online system can only be successfully accessed and supported through the following browsers: Internet Explorer (version 10 and higher), Firefox (2 most recent versions), Google Chrome (2 most recent versions) or Safari (2 most recent versions). Do not use a mobile phone or tablet to submit your form.

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.
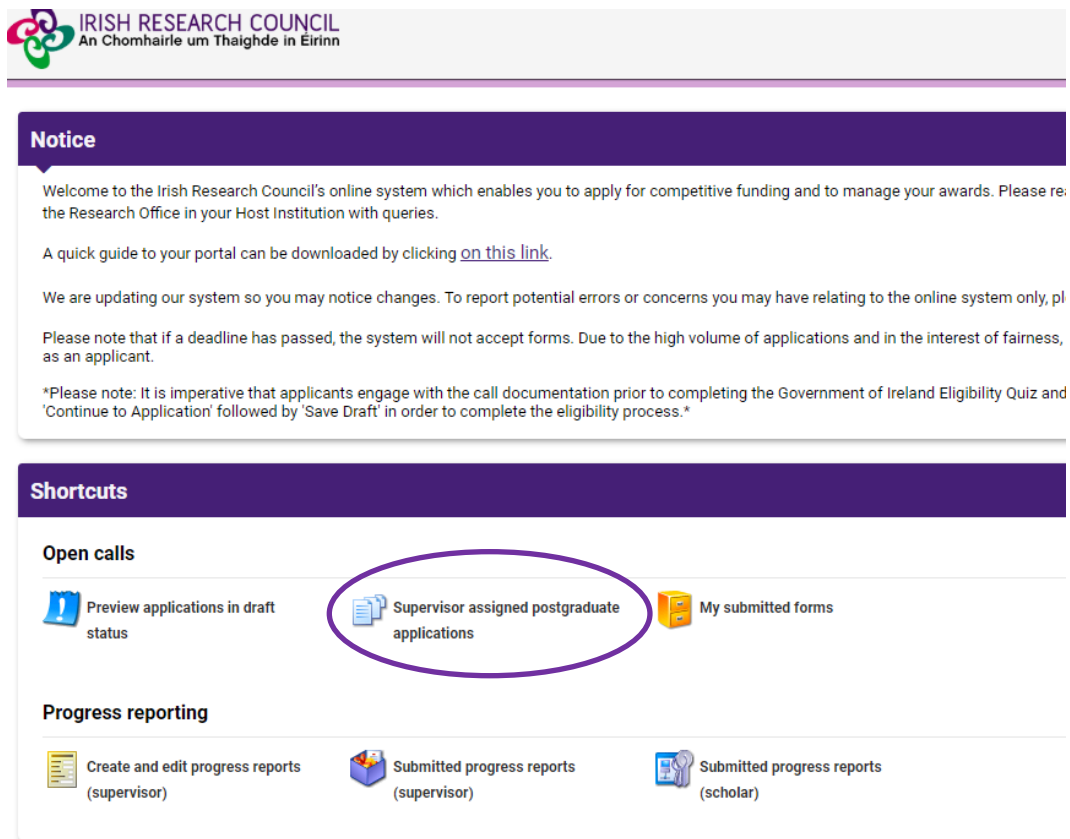
Logging on to the system

Each higher education institution (HEI) is responsible for registering their Supervisors on the online system. When you were initially registered as a Supervisor, you should have received an email containing your user name (your email address) and password, and a link to the login page: https://irishresearch.smartsimple.ie/s_Login.jsp

If you have mislaid your password or the email with the password, enter the above URL and click on the '**Forgot password?' link**. A system-generated password will be forwarded to your email address.

If you are not yet registered on the online system, please contact your Research Office and they will register you on the system.

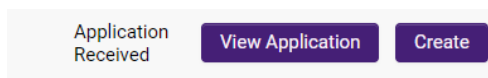When you log in to the system, the following screen will be displayed:

Once the applicant has submitted their application, you will receive an email inviting you to create and complete your form.

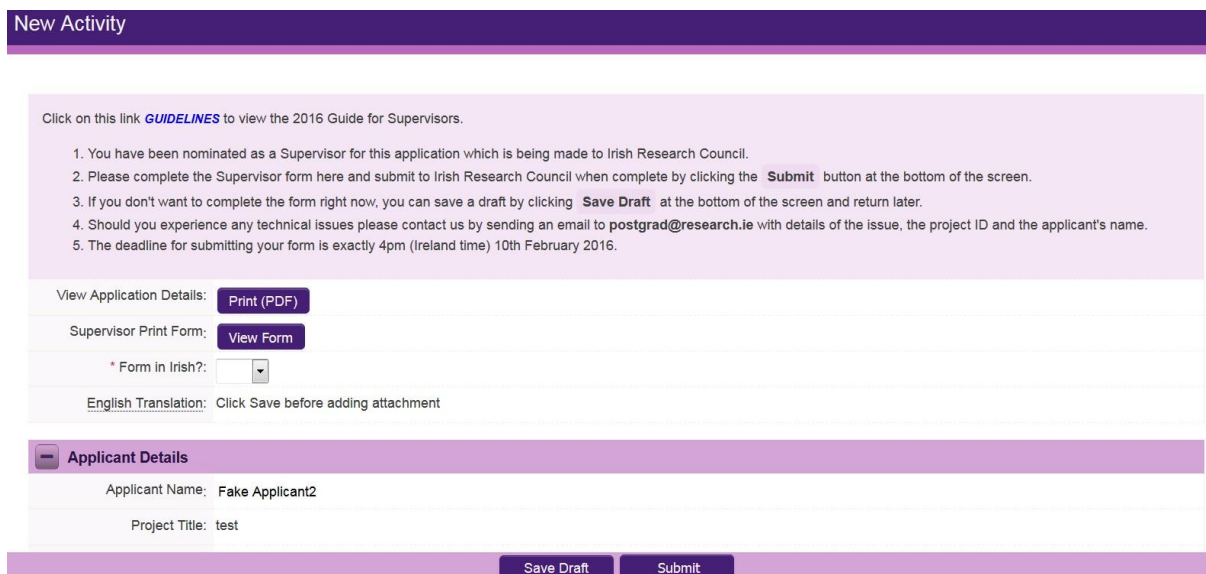## Creating your Supervisor Form

To create your Supervisor form, click on the 'Supervisor Assigned Postgraduate Applications' icon on the 'Home' screen:
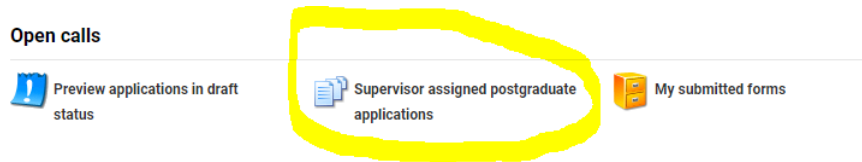
The following screen will appear:

Once you click on 'Create', the supervisor form will appear. Please complete this as instructed:

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.

Your form 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.

Editing the Supervisor form

Once you have created and saved a draft of your form, you can log out and back in as many times as you wish prior to the deadline and edit the form by clicking on **Edit**:
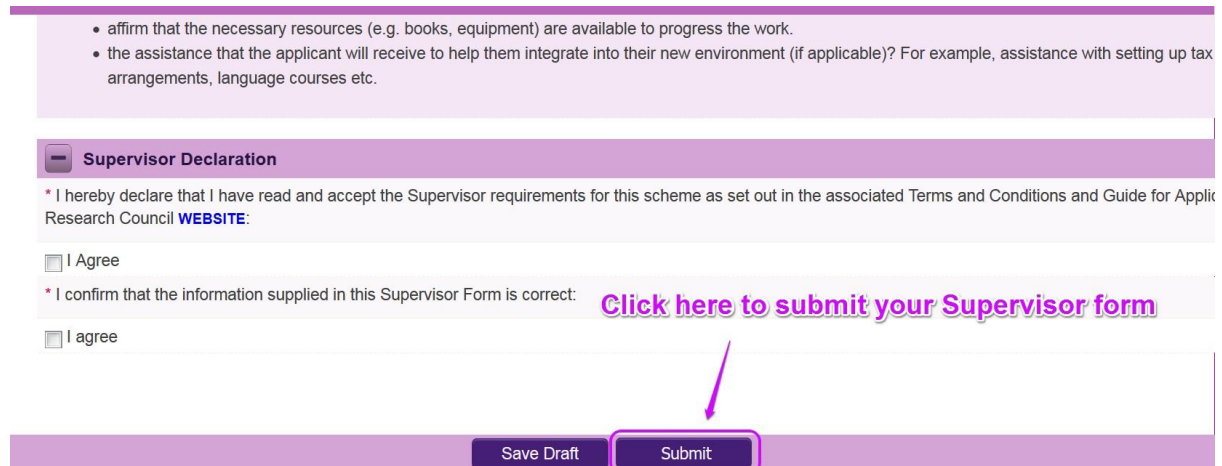

Once you click the 'Edit' button, your previously saved form will open.

Submitting the Supervisor 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, open the draft form and check you are satisfied with the information you have inputted. If satisfied, click the **Submit** button at the bottom right of the screen:

The following message will appear:

If you are happy with the content of the form, **click OK.** 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'.

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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 form.
- The Applicant's profile page 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.

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