

**ENTERPRISE PARTNERSHIP SCHEME
(POSTGRADUATE & POSTDOCTORAL)**

2020

**GUIDE FOR RESEARCH OFFICE
Including details of the ONLINE APPLICATION SYSTEM (OLS)**

Important dates

Call Open	Tuesday 16:00 (Irish time) 6 August 2019
FAQ Deadline	Tuesday 16:00 (Irish time) 10 September 2019
Applicant Deadline	Tuesday 16:00 (Irish time) 17 September 2019
Academic Mentor ('Mentor in Ireland') / Supervisor / Enterprise Mentor / Referees Deadline	Tuesday 16:00 (Irish time) 24 September 2019
Research Office Endorsement Deadline	Tuesday 16:00 (Irish time) 1 October 2019
Outcome of Scheme	Mid December
Fellowship start date	1 April 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.

Guide for Research Officers

About the Guide for Research Offices

- This guide provides practical information to research offices for submitting an endorsement 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.

The image shows two screenshots from a guide. The left screenshot contains registration instructions and browser support information. The right screenshot shows a login form with fields for email and password, a 'Login' button, and a 'Forgot password?' link. A blue arrow points from the 'Forgot password?' link to a callout box that says 'Request a new password here. Ensure your email inbox accepts mail from ircapps@research.ie'.

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:

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


Once you log on you will be presented with the following screen:

Administration

 Potential CAROLINE Partner Organisations List of organisations registering an interest in hosting a CAROLINE Research Fellow	 Registered supervisors View all registered supervisors at Test University	 Registered mentors View all registered mentors at Test University
 Submitted IRCLA Applications	 Register supervisor Register a supervisor at Test University	 Register mentor Register a mentor at Test University

Open calls

 View draft applications View applications in draft status at Test University	 COALESCE Applications ready for review View applications ready for review and endorsement at Test University	 Applications pending endorsement View applications pending endorsement at Test University
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Reviewed applications  View applications previously reviewed by Test University

Navigation Callouts:

- From **Open calls** to **View draft applications**: [View Applications in Draft status.](#)
- From **Open calls** to **Applications pending endorsement**: [View and review Applications awaiting Research Office endorsement.](#)
- From **Applications pending endorsement** to **Reviewed applications**: [View previously reviewed Applications here.](#)

Viewing Draft Application Information

To view the content and other relevant details of all draft applications, please click on the 'View Draft Applications' icon on the home page.

 **View Draft Applications**

Click to view the list of applications in Preparation at Test University.

You will then be presented with the 'Applications Awaiting Supervisor/Mentor Support' screen:

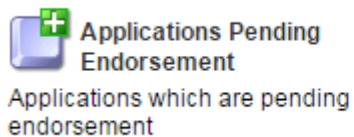
Applications Awaiting Supervisor/Mentor Support								
Status	Project ID	Applicant Name	Applicant Email	Number of Referee Forms Submitted	Status of Created Reviews	Supervisor/Mentor Status	Enterprise Mentor Status	Supervisor/Mentor Name
Draft	EPSPD/2019/164	Fake Applicant 1	@gmail.com	0	2 Referees Assigned • - Draft • - Draft	Mentor Assigned	Enterprise Mentor Assigned	Fake Academic Supervisor1
Draft	EPSPD/2019/165	Fake Applicant3	@gmail.com	0	2 Referees Assigned • Draft • Draft • Draft • Draft	Mentor Assigned	Enterprise Mentor Assigned	Fake Academic Supervisor1

The 'Applications Awaiting Supervisor/Mentor Support' screen will provide you with:

- The status of the application form (i.e. whether it is in draft or whether it has been submitted, i.e. 'Application Received').
- Referee information including the number of referee forms submitted, the number of referees assigned, and the names of those referees that have submitted their form.
- Academic Mentor/Supervisor and Enterprise Mentor information including the Academic Mentor/Supervisor name and email address (now in separate columns so that the information copies into excel in an easier-to-use format).
- The content of the application form: click 'Print (PDF)' to view the application.



Submitting a Research Office Endorsement Decision

Applications awaiting endorsement can be viewed by clicking on this icon:



You will then be presented with the following screen:


Applications Pending Endorsement										
						60	<	1 of 1	>	
Project ID	Project Title	Applicant	Institution	Name of Mentor or Supervisor	Status	Type				
1	EPSPD/2019/166	Postdoctoral Project Test	Fake Applicant2	Test University	Fake Mentor in Ireland	Pending Endorsement	EPS Postdoctoral Application	Open		


Application Project ID.
Click here to Open the Application.


When you click on 'Open Endorsement Form', you will see the following screen:

Project - Postdoctoral Project Test

View


Application Type:	EPS Postdoctoral Application	
Status:	Pending Endorsement	 View Endorsement status here.
Applicant:	Fake Applicant2	

Enterprise Partnership Scheme Postdoctoral Application Form

[CLICK HERE](#) to access the Guide for Applicants.

Should you require any technical assistance please contact the Council by email to

schemes@research.ie

Application Overview	Primary and Additional Participants	Research Mobility	Academic Qualifications	Proposed Research	Relevant Work Experience	Publications and Other Research Outputs	Ethical and Gender Statement	Declaration	Endorsement
+ Application Details									
Print Form: Print (PDF)  View Application in PDF format here.									
- Applicant Details									
Email address: @gmail.com									
Contact telephone number: 00353111111111									
* Do you currently hold, or have you previously held, any other Irish Research Council awards?									
No									
									Next
- Participants									
									View: System Default

Save Draft
Submit Decision

Proceed to check all aspects of the application, under each tab:

Application Overview	Primary and Additional Participants	Research Mobility	Academic Qualifications	Proposed Research	Relevant Work Experience	Publications and Other Research Outputs	Ethical and Gender Statement	Declaration	Endorsement
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Application Overview	Primary and Additional Participants	Research Mobility	Academic Qualifications	Proposed Research	Relevant Work Experience	Publications and Other Research Outputs	Ethical and Gender Statement	Declaration	Endorsement
<p>Endorsement Agreement</p> <p>* Do you support this candidate's application to carry out research at your institution?</p> <p><input type="text"/></p> <p>* Decision?</p> <p><input type="text"/></p>									

Once you have reviewed all details of the Application, click on the 'Endorsement' tab to Endorse/Reject the Application.

Should you reject the application, you will be asked to provide a reason for rejection.

Application Overview	Primary and Additional Participants	Research Mobility	Academic Qualifications	Proposed Research	Relevant Work Experience	Publications and Other Research Outputs	Ethical and Gender Statement	Declaration	Endorsement
<p>Endorsement Agreement</p> <p>* Do you support this candidate's application to carry out research at your institution?</p> <p>Yes</p> <p>* Decision?</p> <p>Reject</p> <p>* Comments:</p> <p><input type="text"/></p>									

You can submit the endorsement/rejection by clicking the submit button at the bottom of the screen.

Please Save the Form before submitting:


Save Draft Submit Application

Effects of Submitting the Research Office Endorsement

- The Research Office endorsement will be 'locked' and further edits will no longer be possible.
- You will receive an email confirming receipt of your decision.
- The applicant will receive an email confirming the Research Office decision. If the application has not been endorsed, the reason entered the system by the RO will not be communicated to the applicant.
- You can view the institutional decision status by clicking on the 'Reviewed Applications' icon on the 'Home' screen.

You will then be presented with the following screen that confirms the status of the application:

Project - Postdoctoral Project Test

Application Type:	EPS Postdoctoral Application
Status:	Ready for Review 
Applicant:	Fake Applicant2

← Status of the Application will update following submission of decision.

Enterprise Partnership Scheme Postdoctoral Application Form

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schemes@research.ie

Research Office Decision	
Decision Submitted:	Endorse
Date Submitted:	17/07/2018
Does Research Office Support candidate?:	Yes

← Research Office decision can be veiwed here.