

**ENTERPRISE PARTNERSHIP SCHEME  
POSTDOCTORAL SCHOLARSHIP**

**2020**

**GUIDE FOR ACADEMIC MENTORS IN IRELAND  
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
<b>Academic Mentor ('Mentor in Ireland') / Enterprise Mentor / Referees Deadline</b>	<b>Tuesday 16:00 (Irish time) 24 September 2019</b>
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.**

## 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](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.

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](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:**

**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)**

## Notice

Welcome to the Irish Research Council's online system which enables you to apply for competitive funding and to manage your the Research Office in your Host Institution with queries.

A quick guide to your portal can be downloaded by clicking [on this link](#).

We are updating our system so you may notice changes. To report potential errors or concerns you may have relating to the onli

Please note that if a deadline has passed, the system will not accept forms. Due to the high volume of applications and in the in as an applicant.

## Shortcuts

### Open calls



Preview applications in draft status



Mentor assigned postdoctoral applications



Preview Mentor assigned applications (in draft and submitted)

**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. Select:



Mentor assigned postdoctoral applications

## 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'

Mentor Assigned Postdoctoral Applications									
Project ID	Applicant	Project Title	Grant Status	View Application	New Mentors Form	Mentor Form	Mentor Agreement	Form Status	Last Modified Date
EPSPD/2019/166	Fake Applicant2	Postdoctoral Project Test	Application Received	<a href="#">Print (PDF)</a>	<a href="#">Create</a>	<a href="#">Create 'Mentor in Ireland' referee form here.</a>			

[View application here.](#)

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.

**GUIDELINES**

1. You have been nominated as an Academic Mentor in Ireland for this Postdoctoral Fellowship application which is being made to Irish Research Council. Please term 'Academic Mentor in Ireland', it should be considered to be the same as 'Academic Mentor' as per the Terms and Conditions for this Scheme.
2. Please complete the Academic Mentor in Ireland Form here and submit to Irish Research Council by clicking the **Submit** button at the bottom of the screen.
3. If you don't want to complete the form right now, you can save a draft by clicking **Save Draft** at the bottom of the screen and return later.
4. Remember to submit your Academic Mentor Form by the deadline, **16:00 (Irish Time) 12 September 2018**, which will have been indicated in the e-mail you received.
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 name.

**NOTE: Applicants will not have access to any of the information you provide in this form.**

\* Form in Irish?:  Yes  No  ?

English Translation: Click Save before adding attachment

**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:

[Save Draft](#) [Submit](#)

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

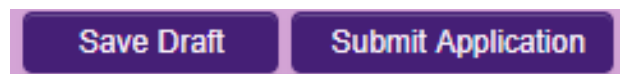
[Please ensure to save your form regularly.](#)

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

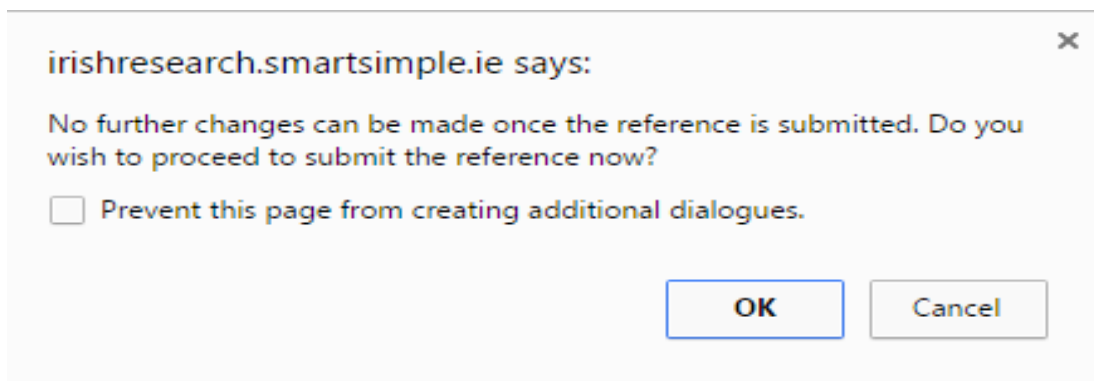
**IMPORTANT: Submitting the form**

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.



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'.



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](mailto:schemes@research.ie) well in advance of the deadline.