



Guide for Referees 2018

This document is provided to assist you in submitting a Referee's reference for applications under the 2018 Government of Ireland Postdoctoral Fellowship Scheme.

**The deadline for submitting your reference is:
exactly 4pm (Ireland time) Thursday 7th December 2017.**

The Irish Research Council will only accept references through the online application system, as explained below. Please do not send any hard copies of your reference to the Irish Research Council.

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Please read this document carefully prior to completing the reference.

1. HELP WITH TECHNICAL ISSUES

- This document is provided to assist you in submitting a reference form for applications under the 2018 Government of Ireland Postdoctoral Fellowship Scheme. Please read it carefully before submitting your reference form online. The Irish Research Council will only accept reference forms submitted through the online application system. Please do not send your reference form to the Irish Research Council by email or in hard copy. 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 experience any technical issues, please clear the cache in your browser and continue. However if the issue persists, please contact us at postdoc@research.ie. Where possible, please include the project ID, the browser you are using and, if appropriate, a screenshot of any error messages.
- The online system can only be successfully accessed and supported through the following browsers:
 - Internet Explorer: two most recent versions
 - Firefox: two most recent versions
 - Google Chrome: two most recent versions
 - Safari: two most recent versions

2. LOGGING INTO THE ONLINE SYSTEM

- Once an applicant adds you to their application as a referee, you will receive an email containing your username (which is your email address), password, and a link to the login page.
- If you have lost or forgotten your password, navigate to the login page above and click ‘forgot password?’ A system-generated password will be forwarded to your email address. If you do not receive this email, please check your spam folder. Please note that it may take up to 15 minutes to receive the email containing your new password.

3. CREATING AND EDITING YOUR REFERENCE FORM

- Once logged in, the screen below will be displayed. Click on the ‘referee assigned postdoctoral applications’ icon in order to view any postgraduate applications awaiting your reference.

Welcome to your profile

Browser support information Change password

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

Open calls

My assigned applications Referee Assigned CAROLINE Applications Create postgraduate referee forms

Edit postgraduate referee forms My submitted forms

Referee instructions

Click here to create your referee form

Referee Assigned Postdoctoral Applications
Click here to view application(s) awaiting your reference as a Referee.

- Click on the icon ‘Referee Assigned Postdoctoral Applications’ in order to view any postdoctoral applications awaiting your reference, and on the following screen you can create your referee report by clicking **create**.

Referee Assigned Postdoctoral Applications											
Project ID	Application Type	Applicant	Project Title	Grant Status	Preview Project	New Reference Form	Reference Form	Referee Recommendation	Reference Status	Last Modified Date	
GOIPD/2018/6	Postdoctoral Fellowship (Government of Ireland)	Fake Applicant4	Test Application	Draft	Print (PDF)	Form Created	Edit		Draft	2017-10-12 16:21:49	
GOIPD/2018/5	Postdoctoral Fellowship (Government of Ireland)	Fake Applicant3	This is my project	Application Received	Print (PDF)	Create					

- Once you have clicked ‘create’, the reference form will open in edit mode. You can then complete your reference. This reference is an essential element of the application and all sections should be completed in full. The information you have entered can be saved at any time by clicking on the ‘save draft’ button at the bottom of the screen. Please do not navigate to any other tab or browser until all the information you have entered has been saved.
- Referees can access and edit their forms as often as necessary prior to submission by logging into the ‘referee assigned postdoctoral applications’ section of online and clicking on the ‘edit’ button below the relevant application.

Referee Assigned Postdoctoral Applications										
Project ID	Application Type	Applicant	Project Title	Grant Status	Preview Project	New Reference Form	Reference Form	Referee Recommendation	Reference Status	Last Modified Date
GOIPD/2018/6	Postdoctoral Fellowship (Government of Ireland)	Fake Applicant4	Test Application	Draft	Print (PDF)	Form Created	Edit		Draft	2017-10-12 16:21:49
GOIPD/2018/5	Postdoctoral Fellowship (Government of Ireland)	Fake Applicant3	This is my project	Application Received	Print (PDF)	Create				

- You can then complete your reference. This reference is an essential element of the application. Your data can be saved by clicking on the **Save Draft** button at the bottom of the screen.

Declaration

* I confirm that the information supplied in this reference form is correct and recognise that should it become apparent that any of the information provided is inaccurate or unverifiable with appropriate documentation, it will result in the application automatically being deemed ineligible:

I agree

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

4. SUBMITTING YOUR REFERENCE FORM

- Finally, to submit the application, you must open your Reference Form by clicking Edit. Once you are happy with the information, select the **Submit** button at the bottom of the screen.

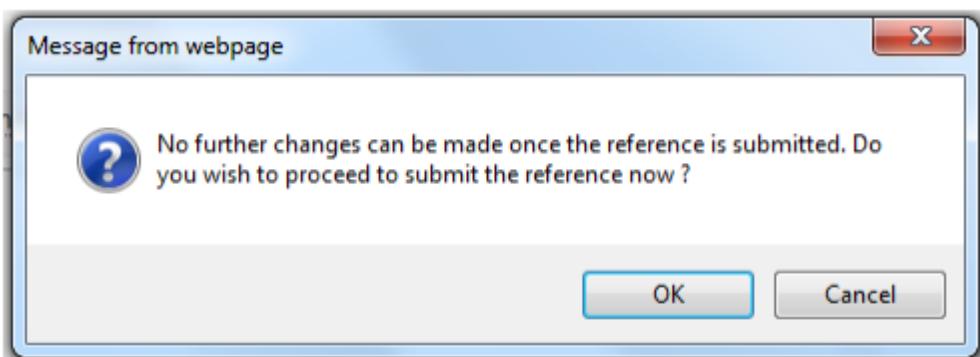
Declaration

* I confirm that the information supplied in this reference form is correct and recognise that should it become apparent that any of the information provided is inaccurate or unverifiable with appropriate documentation, it will result in the application automatically being deemed ineligible:

I agree

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

- The following message will appear:



- If you are happy with the content of the form, click 'ok'. Please note that no changes can be made to a form once it has been submitted. It is therefore vital that you are completely satisfied with the content of your form prior to final submission.
- Once submitted, you will receive an automated email confirming receipt of your form.

- The following message will be displayed once your form has been submitted successfully:



Submission Successful

Project ID:



Project Title:



5. EFFECTS OF SUBMITTING THE FORM

- Once submitted, you can view your form by clicking on the 'my submitted forms' icon on your home page. Click the '**view form**' button beside the relevant application. Please note that you will not be able to edit the form at this stage.
- You will receive an email confirming receipt of your reference.
- The applicant's online profile will be updated to confirm that you have submitted the reference.
- 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 postdoc@research.ie, should you experience any difficulties.

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