



## **Guide for Research Offices 2018**

**This document is provided to assist you in submitting a research office endorsement for applications under the 2018 Government of Ireland Postdoctoral Fellowship Scheme.**

**The deadline for submitting your research office endorsement is:  
exactly 4pm (Ireland time) Thursday 14<sup>th</sup> December 2017.**

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

**Please read this document carefully prior to completing the research office/university decision. By logging in you will be able to view all applications awaiting completion within your institution and access all complete applications that are available for your endorsement decision.**

### **Logging on to the system**

Please note that 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).

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's no issue with your organisation's internal firewall.

When you were initially registered as a Research Officer, 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](https://irishresearch.smartsimple.ie/s_Login.jsp)

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


**PLEASE NOTE:** The Online Application System (OLS) in some instances uses the terminology 'Academic Mentor in Ireland' and it should be considered to be the same as 'Academic Mentor' as per the Terms and Conditions for this Scheme.


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

Funding scheme:	Applicant deadline:	Supervisor, mentor and referee deadline:
Government of Ireland Postgraduate Scholarship 2018	16:00 (Irish time) 1 November 2017	16:00 (Irish time) 8 November 2017


**Welcome to your profile**


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


 **Change password**


  


**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

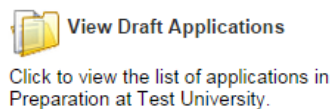
**Open calls**

 **View draft applications**  
View applications in draft status at Test University

 **Reviewed applications**  
View applications previously reviewed by Test University

## **Viewing Draft Application Information**

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



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

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	Supervisor/Mentor Email	View
Draft	CLNE/2018/10	Rtest Japplicant	ircfakeapplicant1@gmail.com	0	0 Referees Assigned	Mentor Assigned		Test Assessor IRCLA	tonyc389@gmail.com	Print (PDF)
Draft	CLNE/2018/17	ruth test	ruth.test.applicant2@gmail.com	0	0 Referees Assigned	Mentor Assigned		Fake Mentor in Ireland	fakementorinireland.ruth@gmail.com	Print (PDF)
Application Received	CLNE/2018/203	Marie Harte	marie.harte@ucdconnect.ie	2	2 Referees Assigned <ul style="list-style-type: none"> <li>Incy Wincy - Submitted</li> <li>Test Testperson - Submitted</li> </ul>	Mentor Assigned Mentor Form in Preparation	Secondment Mentor Assigned Secondment Mentor Form Completed	IRC Fake Supervisor Two	ircfakeasupervisor2@gmail.com	Print (PDF)

Status of the application form

Referee Information

Mentor Information

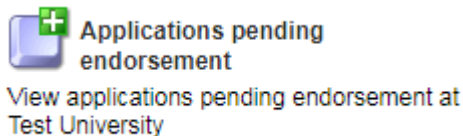
Application Content

The Applications Awaiting Supervisor/Mentor Support' screen should provide you with the following information:

- The status of the application form (i.e. whether it's still in draft or whether the application has been submitted in which case the award status changes to 'Application Received'.
- Referee information including the number of referee forms submitted and the status of created reviews (including how many referees are assigned, and the status of referee forms attached to named referees. Only referees who have created a reference form in any status will be displayed).
- Mentor information including the Mentor 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 details).

### Submitting a Research Office Endorsement Decision

Click on the 'Applications pending endorsement' icon on the home page to view all applications ready for host endorsement. **Please note the 'Applications pending endorsement' icon will only appear after an application, along with all of its associated referee and mentor forms, has been submitted.**



Once an application has been submitted and both Referee forms and the Mentor form has been submitted, you see the following information appear in the Applications for Review report.

Applications Pending Endorsement							
Project ID	Project Title	Applicant	Institution	Name of Mentor or Supervisor	Status	Type	
1	GOIPD/2018/5	This is my project	Fake Applicant3	Test University	Fake Mentor in Ireland 3	Pending Endorsement	Postdoctoral Fellowship (Government of Ireland) <span>Open</span>

Click on 'Open' in order to submit the institutional endorsement. You can view the content of the submitted application here. You can fill out your endorsement by clicking on the 'Endorsement' tab.

Project - This is my project

View

Applicant: Fake Applicant3

Fill out your endorsement here

Application Overview	Primary and Additional Participants	Research Mobility	Academic Qualifications	Proposed Research	Relevant Work Experience	Publications and Other Research Outputs	Personal, Ethical and Sex/Gender Statement	Applicant Declaration	Endorsement
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**Endorsement Agreement**

\* Do you support this candidate's application to carry out research at your institution?

▼ Confirm/withhold institutional support for applicants

\* Decision?

▼ Indicate institutional decision

Previous

**Participants**

View: System Default ▼

*N.B. : Choose the appropriate role in the drop down menu and use the 'Look up' function to find the participant. Once identified add the participant to the applicant and return to the main page to save the application.*

#	Contact	Email	Phone	Role
1.	Fake Mentor in Ireland 3	fakementorinireland3@gmail.com	018888888	<a href="#">Mentor In Ireland</a>
2.	Test Testperson	referee2.irc_jrl@yahoo.ie		<a href="#">Referee 2</a>
3.	Incy Wincy	referee1.irc_jrl@yahoo.ie	333333	<a href="#">Referee 1</a>

Save Draft Submit Decision

Should you endorse the application you will receive an automatic email confirmation. Should you reject the application, you will be asked to provide a reason for rejection as per the screenshot below before you can 'Submit Decision'.

**Endorsement Agreement**

\* Do you support this candidate's application to carry out research at your institution?

**No** ▼ ←

\* Decision?

**Reject** ▼ ←

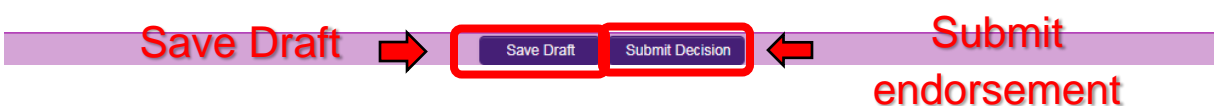
\* Comments:

You can save your work at any time by clicking on the 'Save Draft' button. You can submit your application by clicking the 'Submit Decision' button at the end of the page:

**Participants** View: System Default ▼

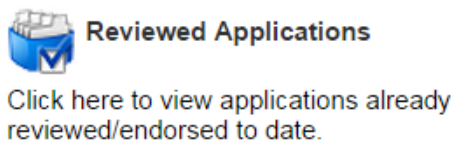
*N.B. : Choose the appropriate role in the drop down menu and use the 'Look up' function to find the participant. Once identified add the participant to the applicant and return to the main page to save the application.*

#	Contact	Email	Phone	Role
1.	Fake Mentor in Ireland 3	fakementorinireland3@gmail.com	018888888	<a href="#">Mentor In Ireland</a>
2.	Test Testperson	referee2.irc_irl@yahoo.ie		<a href="#">Referee 2</a>
3.	Incy Wincy	referee1.irc_irl@yahoo.ie	333333	<a href="#">Referee 1</a>



**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.
- 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 current status of all applications following the submission of the research office endorsement (Application statuses include 'Ready for Review', 'Under Assessment', 'Conditional Award', 'Application Unsuccessful', 'Reserve', 'Award Holder', 'EPS Postdoc Award', 'EPS Postgrad Award', 'Ineligible Application').

Research Office - Reviewed Applications									
						60	<	1 of 1	>
<u>Current Project Status</u>	<u>Project ID</u>	<u>Applicant Name</u>	<u>Project Title</u>	<u>View Application</u>	<u>Research Office Decision</u>	<u>Decision Date Submitted</u>			
1	Ineligible Application	CLNE/2018/11	Rtest Japplicant		<a href="#">Print (PDF)</a>		2017-08-17 11:48:27		
2	EPS Postgrad Award	EPSPG/2017/243	Fake Applicant5	test	<a href="#">Print (PDF)</a>		2017-05-15 10:14:00		
3	Ready for Review	CLNE/2017/153	Fake Applicant2	test	<a href="#">Print (PDF)</a>		2016-12-08 14:50:57		

### Technical

If you experience any problems, please clear the cache in your browser and continue.  
Please contact [postdoc@research.ie](mailto:postdoc@research.ie), should you experience any difficulties.

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