



IRISH RESEARCH COUNCIL
An Chomhairle um Thaighde in Éirinn

Employment Based Postgraduate Programme

Guide for Referees 2016

This document is provided to assist you in submitting a Referee reference for applications under the 2016 Employment Based Postgraduate Programme. Please read this document carefully prior to completing the Reference.

The deadline for submitting your reference is:

16.00 (GMT) 24th February 2016

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.

Please note that the Government of Ireland Scholarship Scheme is also open during the application period for the Employment Based Programme. (Government of Ireland Postgraduate Scholarship Scheme applications have a project ID which includes 'GOIPG/2016'. Employment Based Programme applications have a project ID which includes 'EBPPG/2016'). Referees for applicants to the Government of Ireland Scholarship Scheme should refer to the appropriate documentation, including Guide for Referees, for that scheme.

Technical issues:

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

Once an applicant adds you to their application as a referee, you will receive an email containing your username (which is your email address) and password, and a link to the login page: https://irishresearch.smartsimple.ie/s_Login.jsp

The online system can only be successfully accessed and supported through the following browsers:

- Internet Explorer: version 8.0 and higher
- Firefox download: two most recent versions*
- Google Chrome download: two most recent versions*
- Safari download: two most recent versions*

*Firefox, Google Chrome and Safari support applies to the two most recent versions published by the manufacturer excluding beta releases, Also, please ensure your JavaScript is both turned on and up to date.

If you have lost or forgotten your password, go to the above URL and click '**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.

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Click here if you have forgotten or lost your password

Email:
Password:
Login
Forgot Password?

Registering as an Applicant for the first time:

- Add the ircapps@research.ie email address to your contacts/address book **BEFORE** you attempt the registration process.
- Click on the following link to take you to the '[Applicant registration page](#)'

Applicants who have previously applied to IRCSET schemes **do not need** to register with the Online Application System (OLS) before proceeding as their original profile will be used. Applicants who have previously applied to IRCHSS but not to IRC schemes **need** to register with the Online Application System (OLS) before proceeding.

When you have logged on, the following screen will be displayed:

Welcome to Your Profile

Browser Support Information
Supported browsers:
Firefox (last 2 most recent versions),
Google Chrome (last 2 most recent versions),
Safari (last 2 most recent versions),
Internet Explorer (version 7 or higher).

Change Password
Click here to change your password

Click here to view postgraduate applications awaiting your reference

Open Calls

My Assigned Applications
Click here to see status of applications which are assigned to you.

My Submitted Forms
Click here to view all forms you have submitted.

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

Referee Instructions
Click here to view Referee Instructions.

Creating your Referee Form

Click on the icon 'Referee Assigned Postgraduate Applications' in order to view any postgraduate applications awaiting your reference. This will bring you to the following screen where you can create your referee report by clicking the 'Create' button.

Reference Form	Referee Recommendation	Reference Status	Last Modified Date
Edit	No	Draft	15/12/2015
Fake Applicant 3	test	Application Received	Create
Reference Form	Referee Recommendation	Reference Status	Last Modified Date

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[Click here to create a new reference form](#)

Editing the Referee Form

On clicking 'Create', the reference form will open in edit mode.

Activity

Referee Print Form: [View Form](#)

* Form in Irish?: Yes

English Translation: [Lookup...](#)

Applicant Details

Applicant's Name: Fake Applicant 3

Project Title: velit esse quam nihil molestiae consequatur, vel illum qui dolorem eum fugiat quo voluptas nulla pariatur?"

Irish Research Body: Test University

Referee Details

Referee Name: Fake Referee1

* Job Title: test

* Name of Institution and Department or Company/Organisation: Test University

* Address: test

Email: referee1_irc_irl@yahoo.ie

Relationship to the Applicant

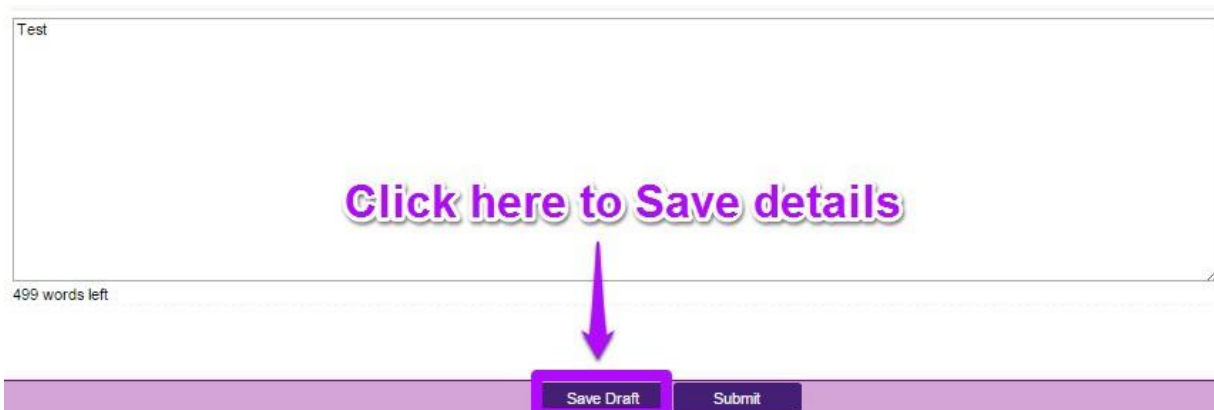
* I know the applicant: Very Well


* I was the applicant's: Advisor

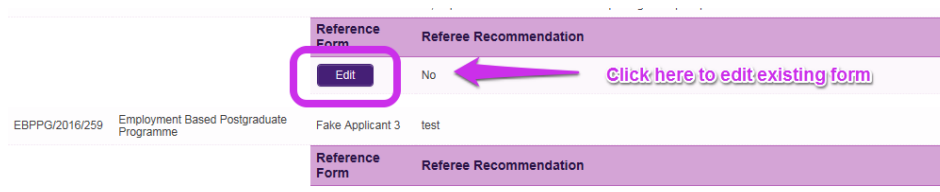
[Save Draft](#) [Submit](#)

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.

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. Do not click away to another tab or desktop until information has been saved, as you may lose information otherwise.



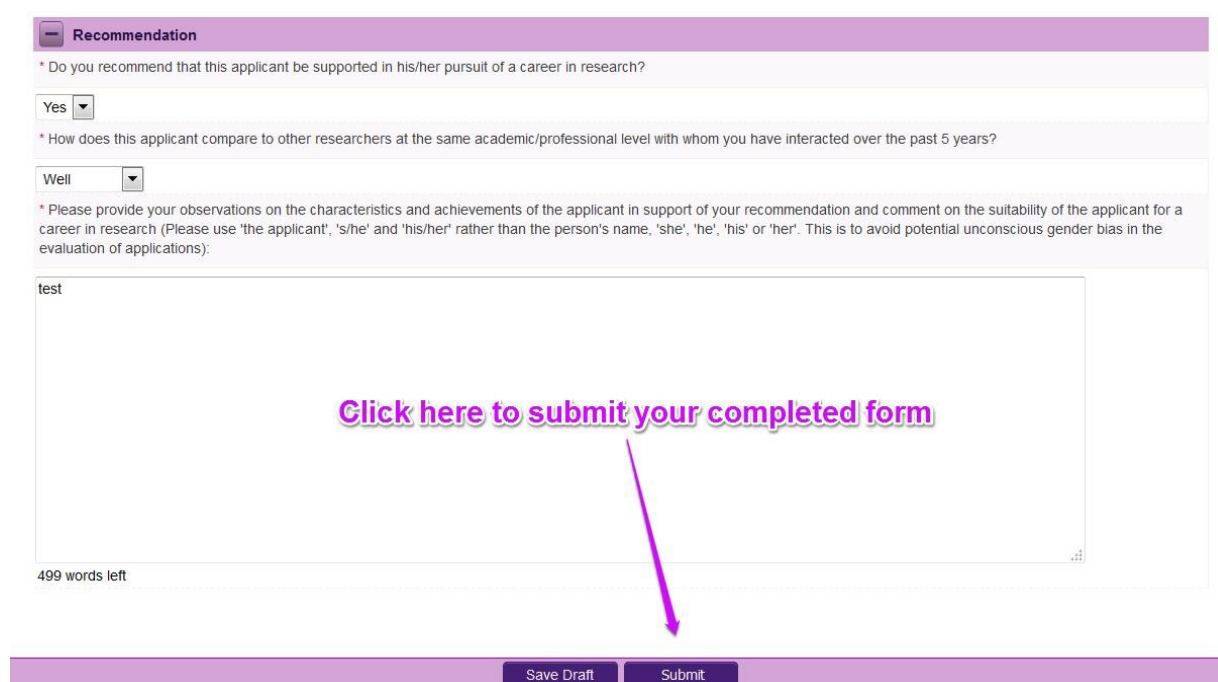
Before submitting your reference, you can access and edit your form as many times as you wish by logging in and clicking  below the chosen application.



Submitting the Referee 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, you must first open the form by clicking the 'Edit' button below the chosen application, as indicated above. Then select the 'Submit' button at the bottom of the screen. You must click 'Submit' in order for the application to proceed to assessment.



The screenshot shows a web form titled "Recommendation" with a purple header. It contains three sections: a question about recommending the applicant with a "Yes" dropdown, a question about comparing the applicant to others with a "Well" dropdown, and a large text area for observations. A purple arrow points from the text "Click here to submit your completed form" to the "Submit" button at the bottom. The "Submit" button is highlighted in purple. Below the text area, it says "499 words left". At the bottom of the form, there are two buttons: "Save Draft" and "Submit".

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 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.