



Guide for Research Offices 2016

This document is provided to assist you in submitting a Research Office endorsement for applications under the 2016 Employment Based Programme.

The deadline for submitting your Research Office endorsement is exactly 16.00 (Irish time), 2nd March 2016.

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 endorsement 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

If you experience any problems, please clear the cache in your browser and continue. Please contact schemes@research.ie should you experience any difficulties.

Please note that the online system can only be successfully accessed and supported through the following browsers: [Internet Explorer](#) (version 8 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 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

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.

When you log in to the system, 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),
Internet Explorer (version 8 or higher).
- Change Password**
Click here to change your password

Open Calls 2016

- View Draft Applications**
Click to view the list of applications in Preparation at Test University.
- Applications for Review**
Click here to view applications ready for review and endorsement.
- Reviewed Applications**
Click here to view applications already reviewed/endorsed to date.
- Research Office Help**

Administration

- Registered Supervisors**
List of Registered Supervisors in your Institution
- Registered Mentors**
List of Registered Mentors in Test University
- Create Supervisor**
Create a supervisor for the university.
- Create Mentor in Ireland**
Create a mentor in Ireland for the 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:

IRISH RESEARCH COUNCIL
An Chomhairle um Thaighde in Éirinn

Welcome: Fake ResearchOfficer
Home | Profile | Logout

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	Supervisor/Mentor Email	View
Application Received	EBPPQ/2016258	Fake Applicant2	Application status	2	2 Referees Assigned • Tester Fester - Submitted	Supervisor Assigned Supervisor Form Completed Enterprise Mentor Assigned Enterprise Mentor Form Completed	Enterprise Mentor Assigned	Fake Academic Supervisor1	irctakeasupervisor1@gmail.com	Print (PDF)
Draft	EBPPQ/2015257	Test Test	Referee information	2	2 Referees Assigned	No Supervisor Assigned Enterprise Mentor Assigned	Enterprise Mentor Assigned			Print (PDF)
Draft	EBPPQ/2016258	Fake Applicant 3	Supervisor/mentor information	0	0 Referees Assigned	No Supervisor Assigned				Print (PDF)
Draft	EBPPQ/2016258	Fake Applicant2	View applications by clicking "Print (PDF)"	2	2 Referees Assigned • Tester Fester - Submitted • Vari The Man - Submitted	No Mentor Assigned Mentor Form Completed				Print (PDF)
Application Received	EBPPQ/2016258	Fake Applicant2	irctakeapplicant2@gmail.com	2	1 Referee Assigned • Tester Fester - Submitted • Vari The Man - Submitted	Mentor Assigned Mentor Form Completed	Not Relevant	Mentor in Ireland test	takeamentorinireland@gmail.com	Print (PDF)

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.
- Supervisor and/or Employment Mentor information including the Supervisor/Employment 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.

Submitting a Research Office Endorsement Decision

Click on the 'Applications for Review' icon on the home page to view all applications ready for host endorsement.



You will then be presented with the following screen:

Projects Awaiting Research Office Decision (1)

Submit Research Office Decision:

Project Type:	Employment Based Programme	Project ID:	EPBPPG/2016/007
Applicant:	Fake Applicant1	Supervisor/Mentor:	Fake Academic Supervisor1
Title:	Test	Print (PDF)	
Close Endorsement Form			

* Do you support this candidate's application to carry out research at your institution? ← Indicate the willingness to support applicant here

* Decision: ←

[Submit Decision](#)

* - Mandatory fields

[Refresh](#)

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

Projects Awaiting Research Office Decision (1)

Submit Research Office Decision:

Project Type:	Employment Based Programme	Project ID:	EPBPPG/2016/007
Applicant:	Fake Applicant1	Supervisor/Mentor:	Fake Academic Supervisor1
Title:	Test	Print (PDF)	
Close Endorsement Form			

* Do you support this candidate's application to carry out research at your institution? ← Indicate the willingness to support applicant here

* Decision: ←

[Submit Decision](#)

* - Mandatory fields

[Refresh](#)

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

Submit Research Office Decision:

Project Type:	Employment Based Programme	Project ID:	EPBPPG/2016/007
Applicant:	Fake Applicant1	Supervisor/Mentor:	Fake Academic Supervisor1
Title:	Test	Print (PDF)	
Close Endorsement Form			

* Do you support this candidate's application to carry out research at your institution? No

* Decision:

* Reason for Rejection:

Use this text box to outline reason for rejecting an application for endorsement

[Submit Decision](#)

* - Mandatory fields

