



## **Guide for Academic Mentors 2017**

**This document is provided to assist you in submitting an Academic Mentor's Form for applications under the 2017 Government of Ireland Postdoctoral Fellowship Scheme.**

**The deadline for submitting your mentor form is:**

**exactly 4pm (Ireland time) Wednesday 7<sup>th</sup> December 2016.**

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

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**Please read this document carefully prior to completing the mentor form.**

**IMPORTANT NOTE:**

As per the Terms & Conditions ‘an Academic Mentor at an Irish HEI/RPO is permitted to support more than one Fellow under each type of Postdoctoral Fellowship available in the 2017 call. The Irish Research Council funds individual Fellows to carry out original Research Projects. In instances where an Academic Mentor supports more than one Fellow, the Research Projects should be distinct and original with no significant overlap’.

Furthermore, the ‘originality (relationship to the ‘state-of –the-art’) and innovative nature of the project’ is a key evaluation criterion and therefore an important consideration.

## **1. HELP WITH TECHNICAL ISSUES**

- This document is provided to assist you in submitting a mentor form for applications under the 2017 Government of Ireland Postdoctoral Fellowship Scheme. Please read it carefully before submitting your form online. **The Irish Research Council will only accept mentor forms submitted through the online application system. Please do not send your form to the Irish Research Council by email or in hard copy.** 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 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](mailto: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: version 9.0 and higher<sup>1</sup>
  - Firefox: two most recent versions<sup>1</sup>
  - Google Chrome: two most recent versions<sup>1</sup>
  - Safari: two most recent versions<sup>1</sup>

## **2. LOGGING ON TO THE SYSTEM**

- Each higher education institution is responsible for registering their Mentors on the online system. When initially registered, you should have received an email containing your username (which is your email address), password, and a link to the [login](#) page. If you are not yet registered on the online system, please contact your research office to find out why.
- 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

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<sup>1</sup> Firefox, Google Chrome and Safari support applies to the two most recent versions published by the manufacturer which excludes beta releases. Please ensure your JavaScript is turned on and up to date

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.


- You will not be able to create and submit your Mentor form until the applicant has submitted their application. Once logged in, the screen below will be displayed. Details of the application can be previewed by clicking on the 'preview applications in draft status' icon.

**Welcome to Your Profile**

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 **Browser Support Information**

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


 **Change Password**

Click here to change your password


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**Open Calls 2014**


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 **Preview Applications in Draft Status**

Click here to preview applications in **Draft** which are assigned to you.

 **My Submitted Forms**

Click here to view all forms you have submitted.

 **Academic Mentor in Ireland Assigned Postdoctoral Applications**

Postdoctoral applications you have been nominated as an **Academic Mentor in Ireland**.

**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.

### 3. CREATING AND EDITING YOUR MENTOR FORM

- Click on the '**Academic Mentor in Ireland Assigned Postdoctoral Applications**' icon in order to view any postdoctoral applications awaiting your form.
- This will bring you to the following screen where you can create your form by clicking the 'create' button.

Mentor Assigned Applications					
Project ID	Applicant	Project Title	Grant Status	View Application	New Mentor Form
//	████████	████████	Application Received	<a href="#">Print (PDF)</a>	Form Created
		<a href="#">Mentor Form</a>	<a href="#">Mentor Agreement</a>	<a href="#">Form Status</a>	<a href="#">Last Modified Date</a>
		<a href="#">View Form</a>	Yes	Submitted	18/10/2016
//	████████	████████	Application Received	<a href="#">Print (PDF)</a>	<a href="#">Create</a>
		<a href="#">Mentor Form</a>	<a href="#">Mentor Agreement</a>	<a href="#">Form Status</a>	<a href="#">Last Modified Date</a>

Click Here to Create a New Mentor Form

- Once you have clicked 'create', the form will open in edit mode. You can then complete your mentor form. This form 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.
- Mentors can access and edit their forms as often as necessary prior to submission by logging into the 'Academic Mentor in Ireland Assigned Postdoctoral Applications' section of the online system and clicking on the 'edit' button below the relevant application.
- You can view the status of applications to which you have been assigned as per the screenshot below.

Project ID	Application Type	Applicant	Project Title	Grant Status	My Association with Project	Preview Project
//	Postdoctoral Fellowship (Government of Ireland)	[Redacted]	[Redacted]	Draft	Mentor In Ireland	Print (PDF)
//	Postdoctoral Fellowship (Government of Ireland)	[Redacted]	[Redacted]	Draft	Mentor In Ireland	Print (PDF)

Status of Applications Displayed Here

Click Here to View Draft Application Form

- 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**:

Project ID	Applicant	Project Title	Grant Status	View Application	New Mentor Form
//	[Redacted]	[Redacted]	Application Received	Print (PDF)	Form Created
		<b>Mentor Form</b>	<b>Mentor Agreement</b>	<b>Form Status</b>	<b>Last Modified Date</b>
		View Form	Yes	Submitted	18/10/2016
//	[Redacted]	[Redacted]	Application Received	Print (PDF)	Form Created
		<b>Mentor Form</b>	<b>Mentor Agreement</b>	<b>Form Status</b>	<b>Last Modified Date</b>
		Edit		Draft	18/10/2016

Click on "Edit" to Complete Form Already in Draft

- You can then complete your mentor 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.

Academic Mentor's Name:

\* Sex:

**Note on Mentor Job Title**

- If your Mentor Job Title in the field below appears blank or is incorrect, you must update your profile information in the system.
- To do this, you should click on the 'Profile' tab at the top right hand of this screen.
- You should then click on 'Edit', input your correct position/job title and then click 'Save'.
- Once updated, this information will automatically feed back into the Mentor and Application Forms.

**Click Here to Save Draft**

#### 4. SUBMITTING YOUR MENTOR FORM

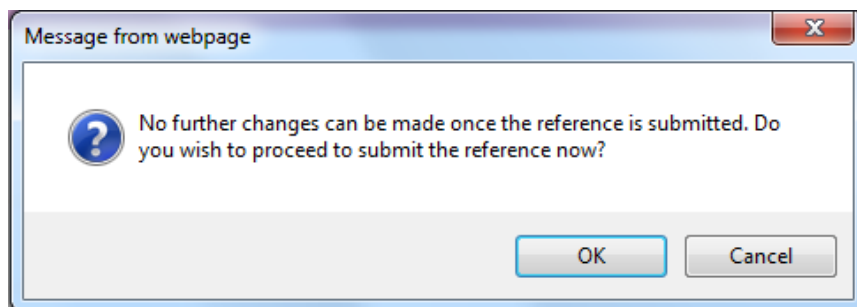
- To finally submit the form you must open your Mentor Form. Check you are satisfied with the information you have inputted and then click the **Submit** button at the bottom right of the screen.

**Note on Mentor Job Title**

- If your Mentor Job Title in the field below appears blank or is incorrect, you must update your profile information in the system.
- To do this, you should click on the 'Profile' tab at the top right hand of this screen.
- You should then click on 'Edit', input your correct position/job title and then click 'Save'.
- Once updated, this information will automatically feed back into the Mentor and Application Forms.
- To return to inputting the Mentor Form, click 'Home' at the top right hand of the screen.

**Click Here to Submit**

- 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'.



- If you are happy with the content of the form, click **'ok'**. **Please note that no changes can be made to a mentor 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 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 online profile will be updated to confirm your form has been submitted.
- Please note that the applicant does not have visibility of information you have entered in your form at any stage.

#### 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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