



IRISH RESEARCH COUNCIL
An Chomhairle um Thaighde in Éirinn

Guide for Referees 2017

This document is provided to assist you in submitting a Referee's reference for applications under the 2017 Government of Ireland Doctoral Fellowship Scheme.

The deadline for submitting your reference is:

exactly 4pm (Ireland time) Wednesday 7th December 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.

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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 2017 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: version 9.0 and higher¹
 - Firefox: two most recent versions¹
 - Google Chrome: two most recent versions¹
 - Safari: two most recent versions¹

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.

¹ 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

3. CREATING AND EDITING YOUR REFERENCE FORM

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

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

Open Calls 2016

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

Referee Instructions
Click here to view Referee Instructions.

Click here to create your Referee Form

- 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**.

Welcome: Fake Referee 1

Home | Profile | Logout

Referee Assigned Postdoctoral Applications

Project ID	Application Type	Applicant	Project Title	Grant Status	New Reference Form
[Redacted]	Postdoctoral Fellowship (Government of Ireland)	[Redacted]	[Redacted]	Application Received	Create

Reference Form Referee Recommendation Reference Status Last Modified Date

Click 'Create' to create a new reference form

- 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	New Reference Form
██████████	Postdoctoral Fellowship (Government of Ireland)	██████████	██████████	Application Received	Form Created
	Reference Form	Referee Recommendation	Reference Status	Last Modified Date	
		Edit		Draft	15/10/2015

Click here to edit existing form

- 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.

* Please provide your observations on the characteristics and achievements of the applicant in support of your recommendation and comment on the suitability of the applicant for a career in research (Please use 'the applicant' rather than the person's name, s/he, or his/her. This is to avoid potential unconscious gender bias in the evaluation of applications):

Test

Click here to save details



499 words left

[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.

* Please provide your observations on the characteristics and achievements of the applicant in support of your recommendation and comment on the suitability of the applicant for a career in research (Please use 'the applicant' rather than the person's name, s/he, or his/her. This is to avoid potential unconscious gender bias in the evaluation of applications):

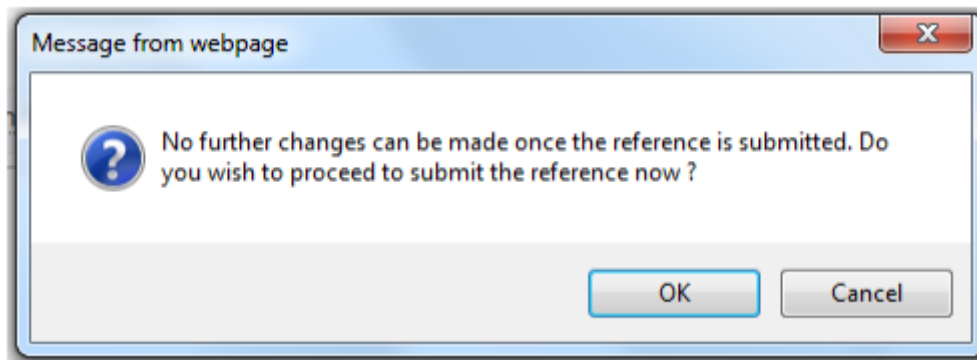
Click here to submit completed reference form

500 words left

[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.

Referee Assigned Postdoctoral Applications					
Project ID	Application Type	Applicant	Project Title	Grant Status	New Reference Form
	Reference Form	Referee Recommendation	Reference Status	Last Modified Date	
[Redacted]	Postdoctoral Fellowship (Government of Ireland)	[Redacted]	[Redacted]	Draft	Form Created
	Reference Form	Referee Recommendation	Reference Status	Last Modified Date	
		View Form			19/10/2016

Click Here to View Form

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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 exactly 4pm (Ireland time) Wednesday 7th December 2016**