



Guide for Research Offices 2017

This document is provided to assist you in submitting a research office endorsement for applications under the 2017 Government of Ireland Postdoctoral Fellowship Scheme.

**The deadline for submitting your research office endorsement is:
exactly 4pm (Ireland time) Wednesday 14th December 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 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 9 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.

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:

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.

View Draft Applications
Click to view the list of applications in Preparation at Test University.

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	Supervisor/Mentor Name	Supervisor/Mentor Email	View
Draft				0	0 Referees Assigned	No Supervisor Assigned			Print (PDF)
Application Received				2	2 Referees Assigned • Test Test - Submitted • Test2 Test2 - Submitted	Supervisor Assigned Supervisor Form Completed Enterprise Mentor Assigned Enterprise Mentor Form Completed			Print (PDF)
Draft				1	1 Referee Assigned • Test Test - Submitted	No Supervisor Assigned			Print (PDF)

Annotations:
 - Green box around 'Draft' status: **Status of the application form**
 - Green box around 'Number of Referee Forms Submitted' and 'Status of Created Reviews': **Referee Information**
 - Green box around 'Supervisor/Mentor Status' and 'Supervisor/Mentor Name': **Mentor Information**
 - Green box around 'View' button: **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 for Review' icon on the home page to view all applications ready for host endorsement.



Applications for Review

Click here to view applications ready for review and endorsement.

Applications that are missing a submitted Referee or Mentor form will not appear in this report.



IRISH RESEARCH COUNCIL
An Chomhairle um Thaighde in Eirinn

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Projects Awaiting Research Office Decision (0)

CURRENTLY THERE ARE NO PROJECTS REQUIRED RESEARCH OFFICE APPROVAL

Once the 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.

Projects Awaiting Research Office Decision (1)

Submit Research Office Decision:

Click here to view the content of the final submitted application form

Project Type:	Postdoctoral Fellowship (Government of Ireland)	Project ID:	
Applicant:		Supervisor/Mentor:	Mentor in Ireland test
Title:	Test Application	<input type="button" value="Print (PDF)"/> <input type="button" value="Open Endorsement Form"/>	

Click here to create research office endorsement

Click on 'Open Endorsement Form' in order to submit the institutional endorsement.

Projects Awaiting Research Office Decision (1)

Submit Research Office Decision:

Project Type:	Postdoctoral Fellowship (Government of Ireland)	Project ID:	
Applicant:		Supervisor/Mentor:	Mentor in Ireland test
Title:	Test Application	<input type="button" value="Print (PDF)"/> <input type="button" value="Close Endorsement Form"/>	

* Do you support this candidate's application to carry out research at your institution? ← **Confirm/Withhold Institutional support for Applicant**

* Decision: ← **Indicate Institutional decision**
 ← **Submit the Institutional decision**

* - Mandatory fields

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'.

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

* Decision: ←

* Reason for Rejection: ←

Applicant is not a good candidate

* - Mandatory fields

←

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.



Reviewed Applications

Click here to view applications already reviewed/endorsed to date.

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').

Also, if the institution rejects an application, the reason for rejection is available in this report.

Research Office - Reviewed Applications							
Current Project Status	Project ID	Applicant Name	Project Title	View Application	Research Office Decision	Reason for Rejection	Decision Date Submitted
1 Ready for Review	[REDACTED]	[REDACTED]	[REDACTED]	Print (PDF)	Endorse		2015-10-15 15:18:57
2 Ineligible Application	[REDACTED]	[REDACTED]	[REDACTED]	Print (PDF)	Reject	Applicant is not a good candidate	2015-10-15 15:18:35

View the current status of applications

View the Research Office decision and if application was rejected, the reason for the rejection

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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