IRISH RESEARCH COUNCIL
An Chomhairle um Thaighde in Éirinn

Help Document for Academic Referee Portal

Irish Research Council - European Space Agency Traineeship Scheme 2019

Step 1:

Following completion of the Nominee Details form by the IRC-ESA Traineeship candidate the Academic Referee will receive an email confirming application(s) are ready for endorsement.

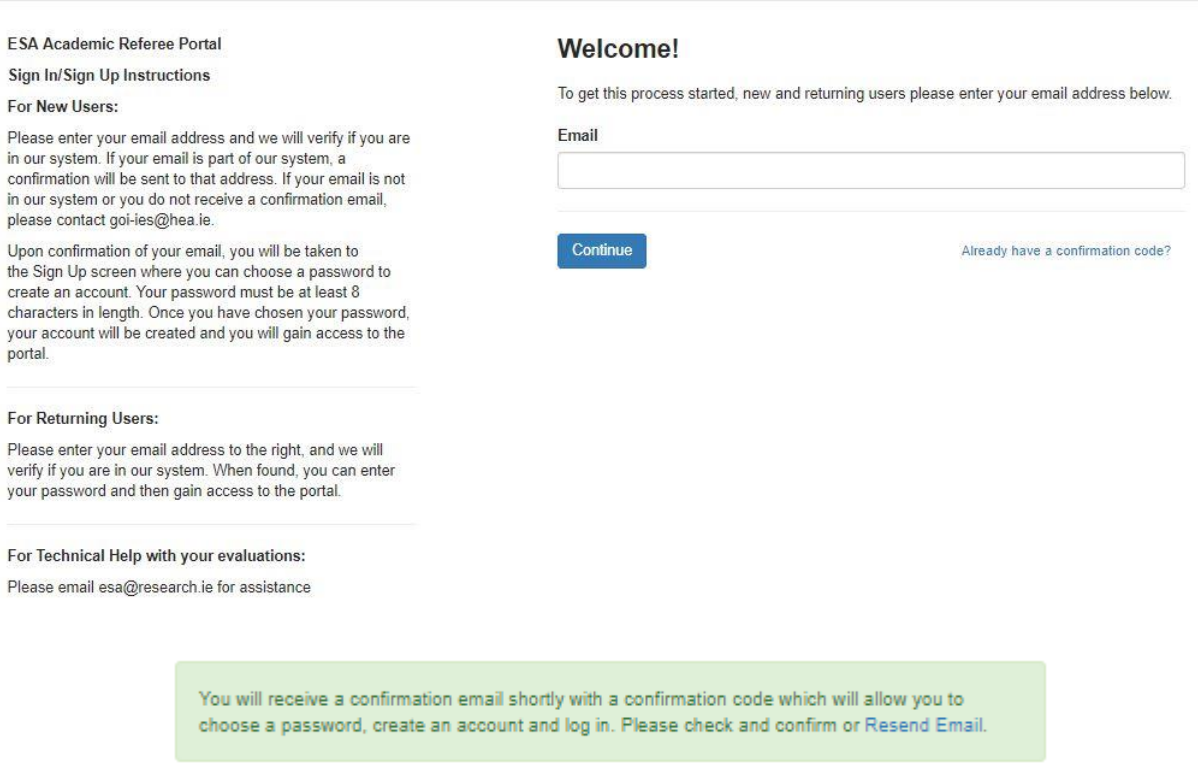
The email received by the Academic Referee will contain the link to the online system.

Click on the link.

Step 2:

Welcome!

The link will bring you to the below homepage. Enter your email as per below and click 'Continue'.

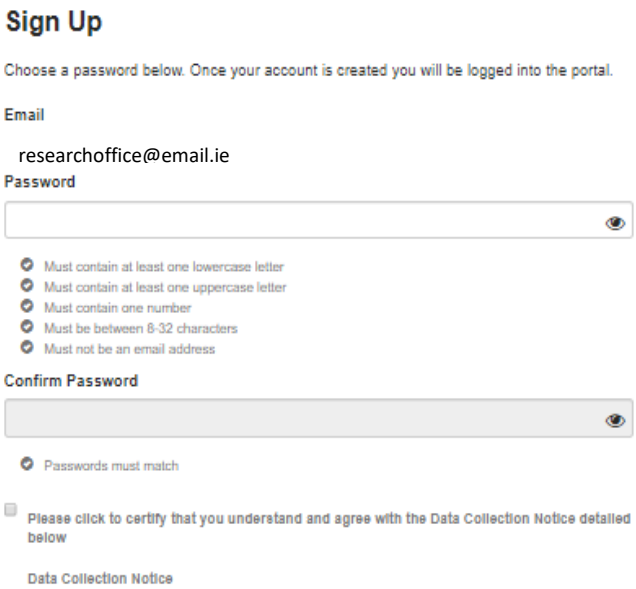


Step 2: Confirm your email and create your account

An email will be sent to you requesting your email to be confirmed by clicking on the below.

By clicking on **'Confirm your email to get started'**, the Sign Up page will open in your browser. Enter the desired password and confirm the password as per requirements.

Tick the box to certify that you understand and agree with the **Data Collection Noticed** outlined before starting the completion of the Nominee Form and click on "**Create Account**".



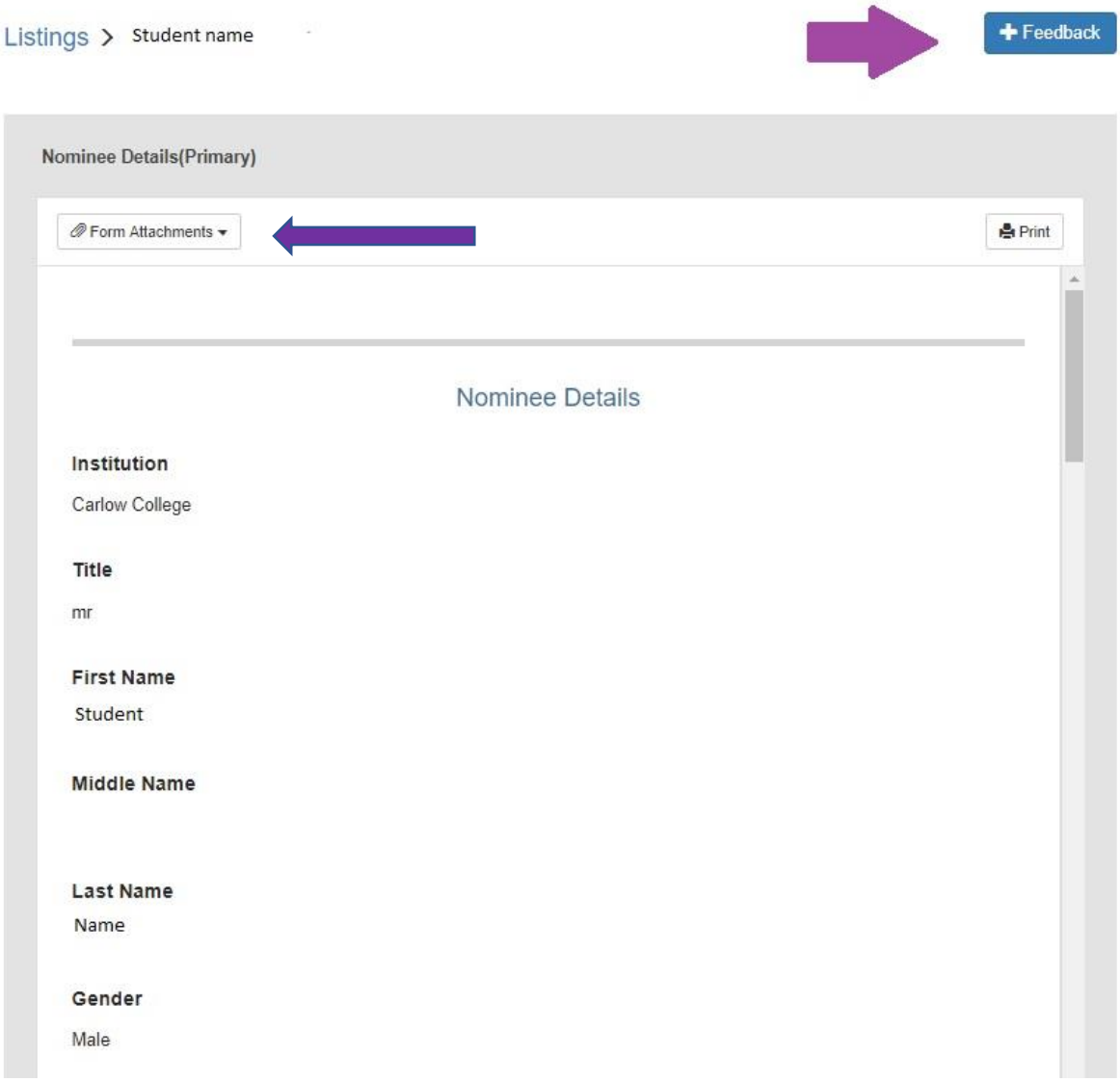
Step 3:

Once you have logged in, you will see a list of the candidate(s) who have indicated you as their Academic Referee. The listed candidates have completed and submitted the application form within the deadline.

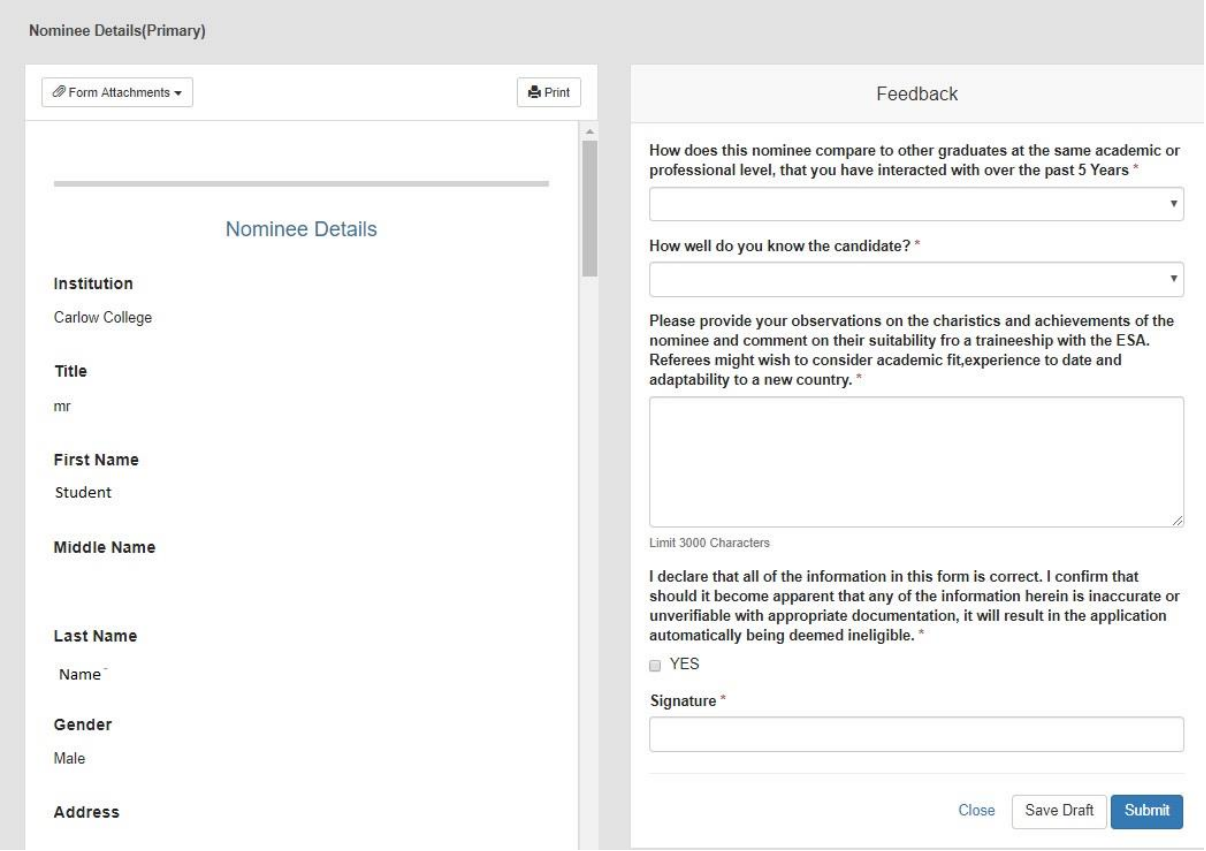
Click on the candidate whose application you wish to provide a reference for.

Step 5: Review, Endorsement and Submission

By clicking on the '**Review**' button you will be brought to a **Nominee Details** area where you will be able to provide your feedback on the student. You may click on '**Form Attachments'** in order to view the documentation which they have uploaded to support their application. Please read through the details, and when ready to provide your reference, click **Feedback.**



Once the information is revised and you're pleased to proceed with the Nomination, click on **'Feedback'** to provide your reference.



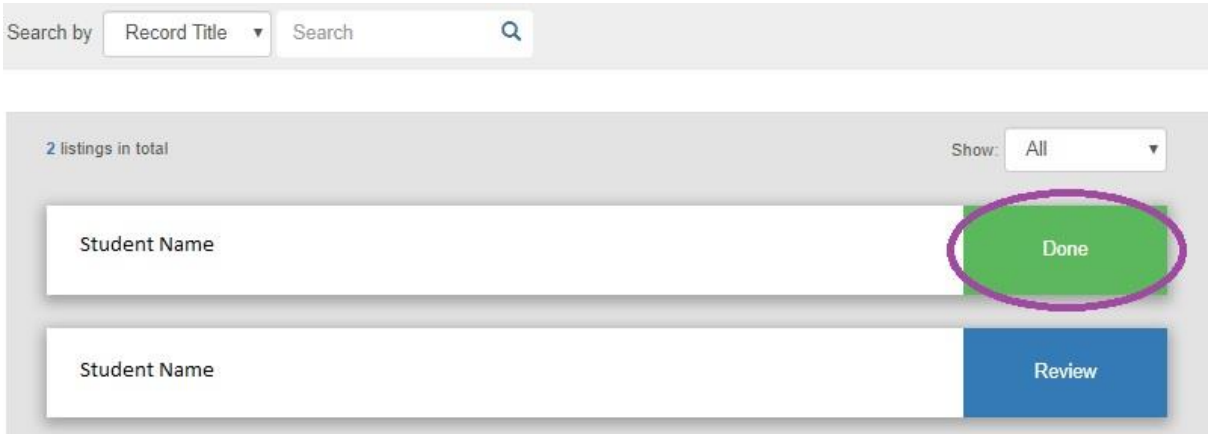
Here, you must provide information on how you know the candidate and your academic interactions with them up to this point. Once you have completed your comments, you must tick **YES** on the declaration at the end.

By ticking '**YES**', the Academic Referee agrees with the statement:

> "*I declare that all of the information in this form is correct. I confirm that should it become apparent that any of the information herein is inaccurate or unverifiable with appropriate documentation, it will result in the application automatically being deemed ineligible.*"

By clicking '**Submit**' the Academic Referee will be providing their reference to the application.

Once complete, you will see that your reference has been submitted, as it will now be highlighted in green.



Step 4: Applications not Endorsed

Academic Referees should **only** review and submit the feedback to the applications which they **wish to provide a reference for the IRC-ESA Traineeship Scheme**.

Please **refrain** from submitting a feedback to applications which you do **not** know or do **not** wish to submit a reference.

Nominations with status **'Review**' will **not** be considered and will **not** be assessed.

Only Nominations with status **'Done'** will progress for the Research Officer final endorsement.