

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'.

ESA Academic Referee Portal

Sign In/Sign Up Instructions

For New Users:

Please enter your email address and we will verify if you are in our system. If your email is part of our system, a confirmation will be sent to that address. If your email is not in our system or you do not receive a confirmation email, please contact goi-ies@hea.ie.

Upon confirmation of your email, you will be taken to the Sign Up screen where you can choose a password to create an account. Your password must be at least 8 characters in length. Once you have chosen your password, your account will be created and you will gain access to the portal.

For Returning Users:

Please enter your email address to the right, and we will verify if you are in our system. When found, you can enter your password and then gain access to the portal.

For Technical Help with your evaluations:

Please email esa@research.ie for assistance

Welcome!

To get this process started, new and returning users please enter your email address below.

Email

Continue

[Already have a confirmation code?](#)

You will receive a confirmation email shortly with a confirmation code which will allow you to choose a password, create an account and log in. Please check and confirm or [Resend Email](#).

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.

[Confirm Your Email To Get Started](#)

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**”.

Sign Up

Choose a password below. Once your account is created you will be logged into the portal.

Email

researchoffice@email.ie

Password

- Must contain at least one lowercase letter
- Must contain at least one uppercase letter
- Must contain one number
- Must be between 8-32 characters
- Must not be an email address

Confirm Password

- Passwords must match

Please click to certify that you understand and agree with the Data Collection Notice detailed below

[Data Collection Notice](#)

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.

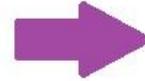


The screenshot shows the user interface of the Irish Research Council portal. At the top, there are logos for the Irish Research Council and the European Space Agency (ESA). Below the logos is a search bar with a dropdown menu set to 'Record Title' and a search button. To the right of the search bar, the user's email 'researchoffice@email.ie' is displayed, along with a 'Logout' button. The main content area shows a list of 2 candidates. The first candidate is 'Bart Marcello' with a 'Review' button. The second candidate is 'Fermina Winebrenner' with a 'Review' button. A large purple arrow points to the 'Review' button for Fermina Winebrenner. At the bottom of the list, there are navigation controls including a page number '1 / 1' and a '1 - 2 of 2' indicator.

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**.

Listings > Student name



+ Feedback

Nominee Details(Primary)

[Form Attachments](#) 

Nominee Details

Institution
Carlow College

Title
mr

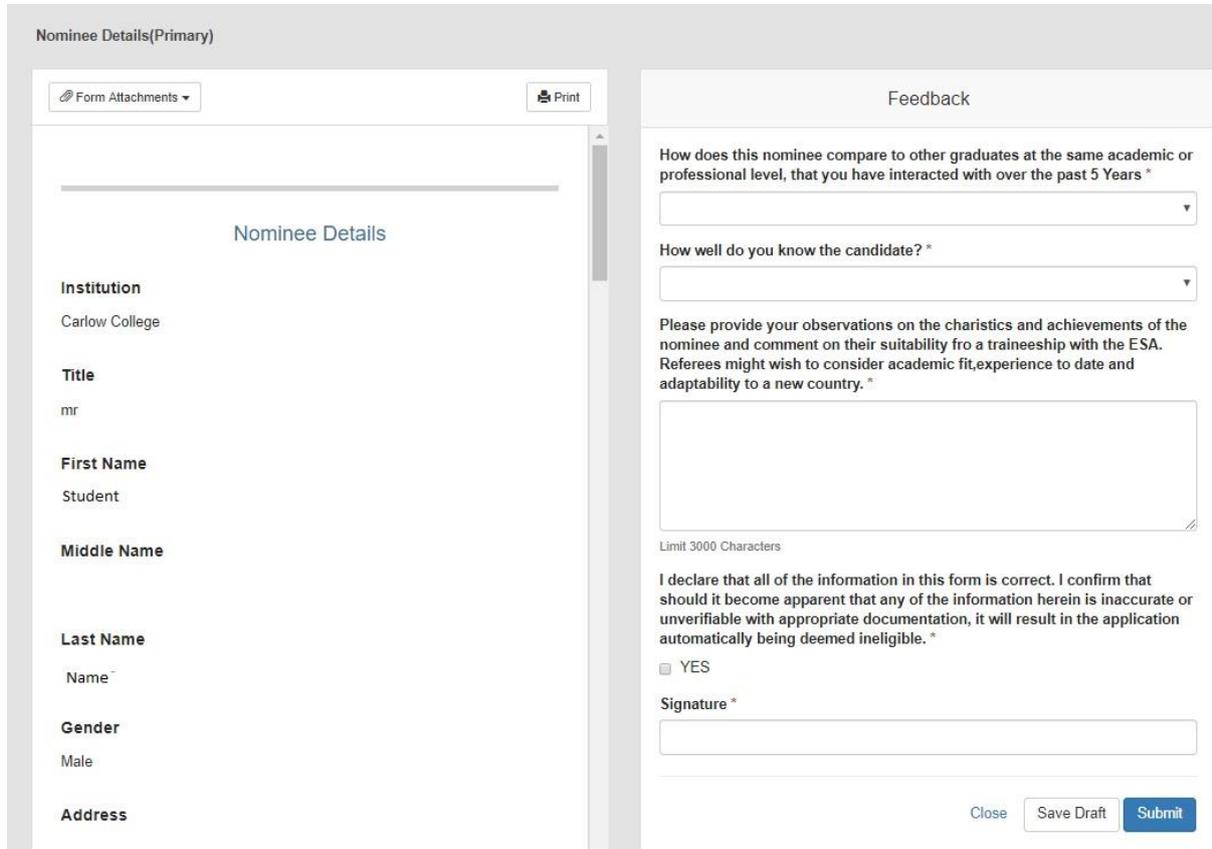
First Name
Student

Middle Name

Last Name
Name

Gender
Male

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



The screenshot shows a web interface for providing a reference. It is divided into two main sections: 'Nominee Details (Primary)' and 'Feedback'.

Nominee Details (Primary)

- Form Attachments (dropdown)
- Print (button)
- Nominee Details**
- Institution**: Carlow College
- Title**: mr
- First Name**: Student
- Middle Name**
- Last Name**: Name
- Gender**: Male
- Address**

Feedback

- How does this nominee compare to other graduates at the same academic or professional level, that you have interacted with over the past 5 Years * (dropdown)
- How well do you know the candidate? * (dropdown)
- Please provide your observations on the charistics and achievements of the nominee and comment on their suitability fro a traineeship with the ESA. Referees might wish to consider academic fit,experience to date and adaptability to a new country. * (text area)
- Limit 3000 Characters
- 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. *
 YES
- Signature * (text field)
- Close Save Draft Submit (buttons)

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.



Search by Record Title Search

2 listings in total Show: All

Student Name	Done
Student Name	Review

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.