

Help Document for Nominee Portal

Irish Research Council - European Space Agency Traineeship Scheme 2019

Step 1:

To begin, click the **'Sign Up'** button under **'Need an Account?'**. Enter your email and desired password, click the box confirming that you have read the **Data Collection Notice**, then click **'Sign Up'** at the bottom of the page.



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Sign In/Sign Up Instructions For New Users:
By clicking Sign Up, you will be prompted to enter your email address and create a password. **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 Existing Users:
Sign into the portal using the email address and the password you created when you originally signed up for the portal. If you have forgotten your password, click "Forgot your password?" and follow the prompts to reset your password.

For Technical Help with your application:
Please email esa@research.ie for assistance or click on XXXX Application Help Doc

Sign In

Email

Password 

[Forgot your password?](#)

Need an Account?



Tick the box to certify that you understand and agree with the **Data Collection Notice** and click on **"Continue"**.

[← Return to Login](#)

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

Data Collection Notice

The Irish Research Council (IRC) manages the selection process for the Irish Research Council-European Space Agency Traineeship Scheme. For the purposes of the nomination and selection of candidates for the scheme, the Council needs to collect data on the nominated candidates and respective Research Office and Academic Referee.

This notice sets out below the type of information which will be collected, the purpose for which it is being collected, third parties with whom the information will be shared and the duration for which the information will be retained.

The information required

- Personal Data including
 - Nominee's name, contact details, academic details and employment history and other information pertaining to candidate's academic suitability for the scholarship
 - Academic Referee's name, contact details and Department within the relevant HEI

Purpose for which the IRC is requesting information

- To establish means of communication with nominees
- To ascertain the eligibility of candidates who complete and submit the online nomination to the Irish Research Council-European Space Agency Traineeship Scheme
- To propose to the European Space Agency (ESA) one or more candidates for each training opportunity
- To allow ESA the right to accept or reject the proposals
- To allow members of interview panel and ESA prospective tutor to determine candidate's suitability to the relevant training opportunities
- To establish a database of successful scholars as part of the post call administration of the scheme

Third Parties with whom application forms may be shared

- An independent International Assessment Panel will be reviewing each nomination and recommending if the candidate should progress for the interview stage of the selection process. The Nomination forms together with the Academic Reference form will be disclosed, via secure channels, to the independent International Assessment Panel
- An interview panel composed of the ESA programme coordinator and an independent International Assessor will be recommending the candidates for the final interview with the relevant ESA tutor. The nomination forms together with the Academic Reference form will be disclosed to interview panel members via secure channels
- The European Space Agency (ESA), as the host for Irish Trainees

Duration of retention of data

The Irish Research Council will retain documentation related to the Scholarship scheme for five years, after which records will be securely destroyed. Any data retained after this timeframe will be anonymised.

[Continue](#)

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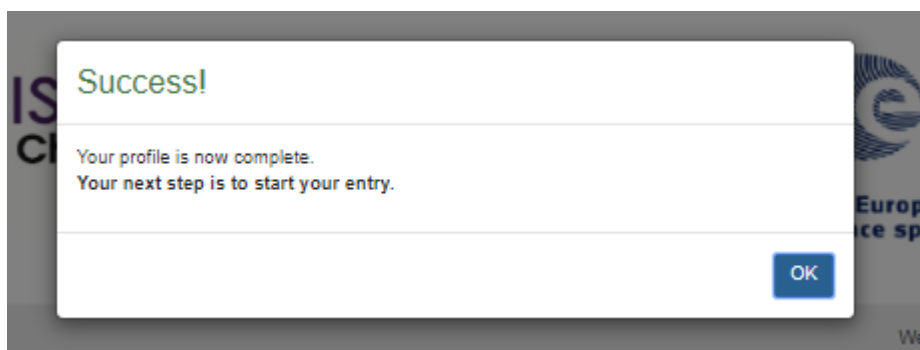
Step 2:

Once you have logged in, you will be asked to create a profile. This is simply your email and name (first and last). This profile section can still be edited after your application has been submitted.



Step 3:

When you have entered your profile information, click the 'Save' button to progress.



You will see that there are two buttons on the right-hand side of your 'Profile' section. The button that looks like an eye can be used to **view** the details you have entered. The button that looks like a pencil can be used to **edit** your profile.

When you are ready, you can begin work on your application. Click the box on '**Get Started**'.

Nomination Form

Profile

Irish Research Council-European Space Agency Traineeship Scheme 2019

Step 1. Use + Create a Profile to Get Started to create profile

Step 2. Use + Get Started to enter details of your first offer.

Then Use + Add Another to enter additional offers that you have received. Each offer is evaluated separately, therefore each offer must have a complete set of information.

Profile ✔ Complete View Edit

+
Get Started

Step 4:

You will see a similar screen with the **'Nominee Details'** section for completion.

Similar to your 'Profile', you can use the 'eye' and 'pencil' buttons (which will appear on the right-hand side of the section) to either preview or make edits to that specific part of the application.

Nomination Form > (untitled)

Step 1. Enter details into each section and click on Save Draft to save those details and remain in the form. Click Save to save details and return to list of sections.

Step 2. When all sections are complete, revisit each section and click Save when you are satisfied. This section will now show a status of Complete.

Step 3. When all sections have a status of Complete, click on Click here to Submit Application to finalise your submission. Once clicked, you can no longer edit your submission.

Nominee Details Stage

Nominee Details 🔔 Action Required View Edit

Nominee Details Submission

Once you click submit, you can no longer edit your submission

Submit Nominee Details

The 'Nominee Details' form is composed of three sections:

1. **Nominee Details** – fields include personal details, information on Academic Referee, Statement of Motivation (pdf. format only), CV (pdf. format only, First and Second Preference for the Training Opportunity – for full information on Opportunities click [here](#)

Nominee Details

Institution *

Title

First Name *

Middle Name

Last Name *

Gender *

Address

Country

Academic Referee Name *

Academic Referee Email Address *

Statement of motivation *

Curriculum Vitae (two-page limit) *

First Preference *

Second Preference *

What is your nationality ? *

Your passport issuing country

Will you have been resident in Ireland for a continuous period of three of the five years preceeding 1 October 2018? *

Nominees must have Irish or ESA member State nationality and be resident in the Republic of Ireland for three of the past five years. If the answer is not YES, then you are not an eligible nominee.

YES

Have you completed a master's level degree at an Irish HEI, or will have evidence of a completed a master's degree by September 30, 2018? *

Nominees must have completed a master's degree no later than September 30, 2019 in an eligible Irish HEI. If you do not fulfil then condition, you are not an eligible nominee.

YES

Date of completion of a master's degree *

I confirm I will be able to begin the traineeship during October 2018 *

YES

2. **Education** – information on your bachelor’s degree and Master’s Degree are mandatory*. Please note the upload of Transcripts (pdf. Format only) is also mandatory* for the assessment of your nomination.

Education

Bachelor’s Degree *

Yes

Qualification type and name *


Institution *

Overall Grade *

Graduation Date *

Transcript file Upload *

Only .pdf file format



Second Bachelor’s Degree (if applicable)

YES

Master’s Degree *

YES


Qualification type and name *

Institution *

Overall Grade *

Graduation Date *

Transcript file Upload *



Second Master’s Degree (if applicable)

YES

Other Degree (if applicable)

YES

3. **Nominee Declaration** – Nominees must agree to the Declaration as per text below:

“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.”

Nominee Declaration

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 *

Typed signatures are acceptable and binding

Saved at 12:27:42 PM



Save Draft

Save

As you progress through your application, you will see two buttons at the bottom-right of each individual section: one labelled **'Save Draft'** and the other labelled **'Save'**. The **'Save Draft'** button is used to save that section of your application while allowing you to remain on that page. The **'Save'** button is used to save that section of your application and return you to the **'Nominee Details'** section.

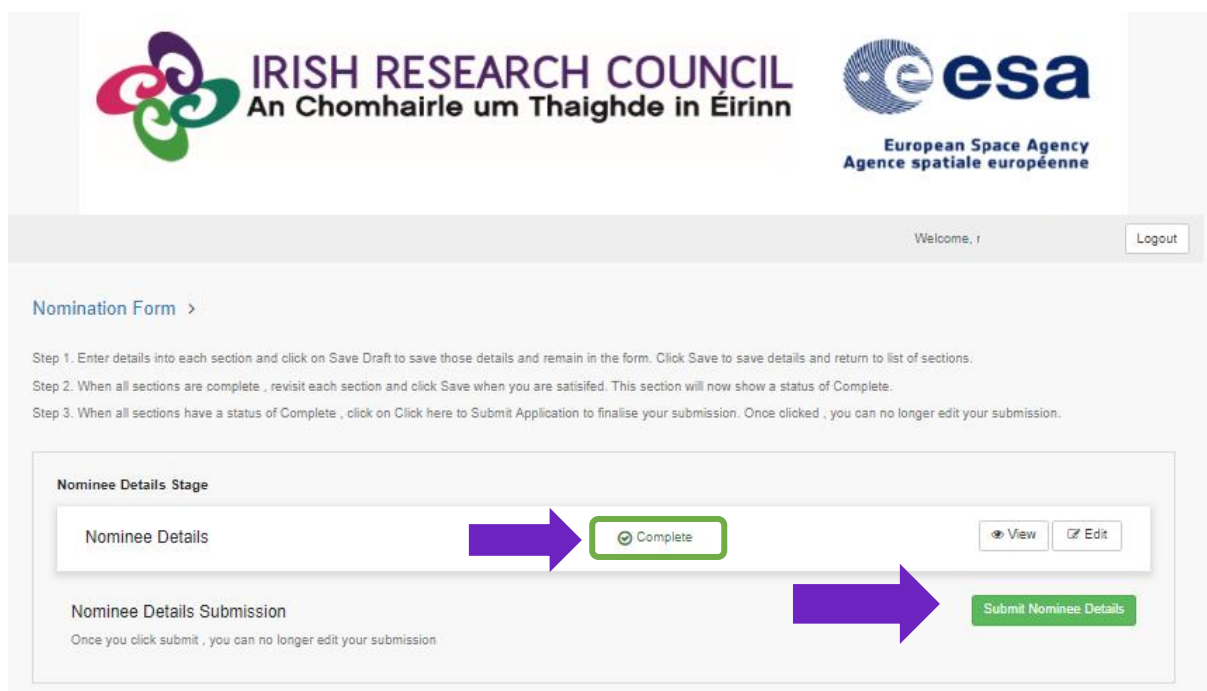
The form can be saved as draft and edited as many times as necessary within the submission deadline.


Once the form is complete, **'Save'** the information and the form is ready for submission.


Step 5:

Once Nominee Details form is filled in full, the status will change to **'Complete'** and the button **'Submit Nominee Details'** will become green indicating the application is ready for submission.

Click on **'Submit Nominee Details'** to submit your application. **Please note that once the 'Nominee Details' form is submitted, you will no longer be able to edit any of the content**, although you can still use the 'eye' button to view them.



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Welcome, 1 [Logout](#)

[Nomination Form](#) >

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Nominee Details Stage

Nominee Details  Complete [View](#) [Edit](#)

Nominee Details Submission  [Submit Nominee Details](#)

Once you click submit, you can no longer edit your submission.

Step 6:

Once you have submitted your application you will see the submission confirmation ‘**✓This has been submitted**’ where the button ‘**Submit Nominee Details**’ was. This means your application has been submitted successfully. At this stage, both Academic Referee and Research Officer will be notified of the submission of your IRC-ESA Traineeship Application.

Please note that applications received after the deadline will **not** be considered and will **not** progress for further reference, endorsement or assessment.

Click the ‘**Logout**’ button at the top-right of the screen to safely log out and leave the website.



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Welcome, | Logout

[Nomination Form](#) >

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Nominee Details Stage

Nominee Details

Nominee Details Submission
Thank you. Your application was submitted. ✓ This has been submitted.