Help Document for Research Officer 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 and the Academic Referee form by the Academic Supervisor indicated by the candidate, Research Officer will receive an email confirming application(s) are ready for endorsement.

Please note that Nominee Details and Academic Referee submitted after the deadline will not be considered and will not be listed as part of the applications ready for Research Officer final nomination.

The email received by the Research Officer 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’.

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”.

Step 3:

Once you have logged in, you will see a list of candidates from your HEI as per below. The listed candidates have completed and submitted the application form within the deadline. Academic Referee has also submitted their referee form within the relevant deadline.

Click on the candidate whose application your institution wishes to endorse.

Research Offices should select up to five talented master’s graduates for nomination.
By clicking on the ‘Review’ button you will see two Viewing forms: Nominee Details (Primary) and Academic Referee Review. You can select and revise both by clicking on the dropdown and/or the arrows.

Viewing forms:

I. ‘Academic Referee Review’ form contains information as completed by the academic referee listed by the candidate. Click on the eye icon to access the full form.
II. ‘Nominee Details’ form contains information as completed by the candidate and the ‘Form Attachments’ including Statement of Motivation, Curriculum Vitae and Academic Transcripts. Attached documents can be accessed by clicking on the ‘Form Attachments’ dropdown.

Once the information is revised and your institution is pleased to proceed with the Nomination, click on ‘Feedback’ to endorse and sign the Research Office Declaration.

By ticking ‘YES’, Research Officer 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.”

If relevant, additional comments can be made in relation to the application.

By clicking ‘Submit’ the Research Office will be endorsing and confirming the nomination.

Endorsed nominations will be sent for assessment and will be considered for funding. Please note that once submitted, you will no longer be able to edit or revert the decision on the endorsed nominations.
Step 4: Applications not Endorsed

Research Officer should only review and submit the feedback to the applications which the institution wishes to endorse and nominate for the IRC-ESA Traineeship Scheme.

Research Offices should select up to five talented master’s graduates for nomination.

Please refrain from submitting a feedback to applications which your institution does not wish to nominate.

Nominations with status ‘Review’ as per below will not be considered and will not be assessed.

Only Nominations with status ‘Done’ will progress to the first stage of assessment.