

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.

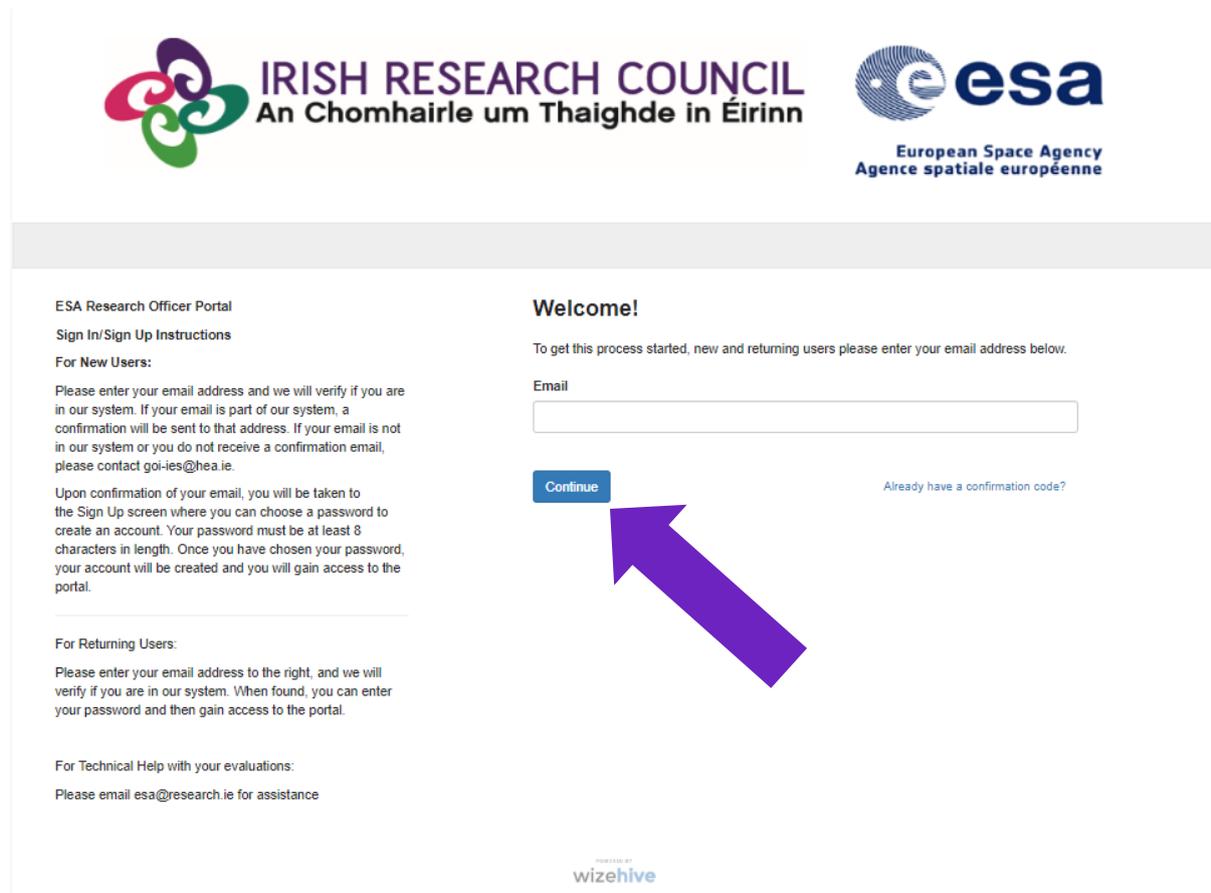
Please note that Nominee Details and Academic Referee submitted after the deadline will **not** be considered and will **not** be listed as part of the applications ready for Research Officer final nomination.

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'.



IRISH RESEARCH COUNCIL
An Chomhairle um Thaighde in Éirinn

esa
European Space Agency
Agence spatiale européenne

ESA Research Officer 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?](#)

POWERED BY
wizehive

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 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.



The screenshot shows the IRISH RESEARCH COUNCIL portal interface. 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 icon. 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 listings in total. The first listing is 'Bart Marcello' with a 'Review' button. The second listing 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 '1 / 1' indicator and a '1 - 2 of 2' page indicator.

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.



IRISH RESEARCH COUNCIL
An Chomhairle um Thaighde in Éirinn



Search by: Record Title Search Welcome, researchoffice@email.

Listings > Fermina Winebrenner

Viewing Form: Academic Referee Review + Feedback

Academic Referee Review

<p>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</p>	<p>How well do you know the candidate?</p>	<p>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.</p>
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Academic Referee Review / Item

Form Attachments Print

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

How well do you know the candidate?

Please provide your observations on the characteristics and achievements of the nominee and comment on their suitability for a traineeship with the ESA. Referees might wish to consider academic fit, experience to date and adaptability to a new country.
Limit 3000 Characters

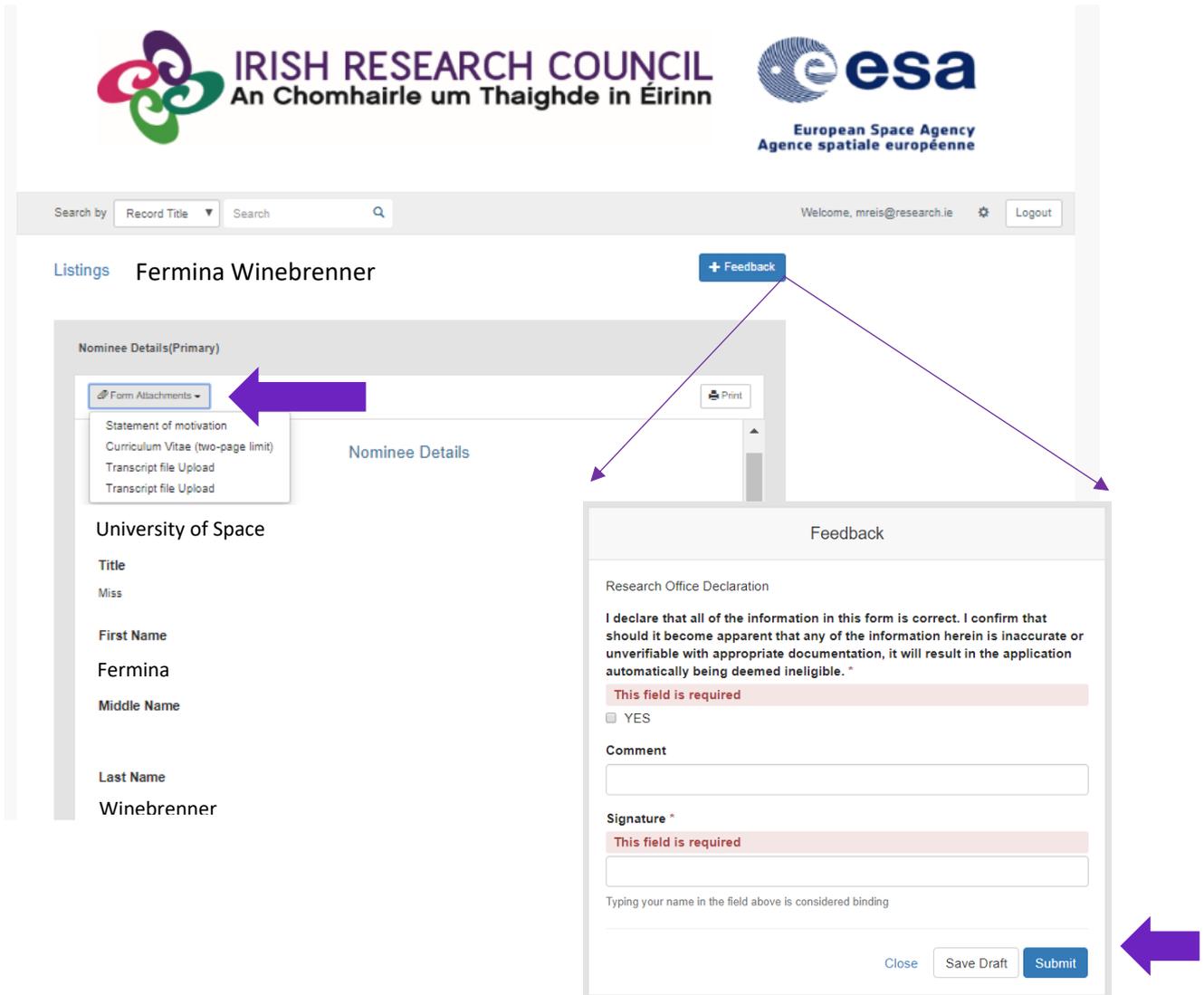
I declare that all of the information in this form is correct. I confirm that should it become apparent that any of the information herein is inaccurate or unverifiable with appropriate documentation, it will result in the application automatically being deemed ineligible.

Signature

Assignment Tag
type: individual

Completed Date

- 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.**

Feedback

Your feedback has been submitted.

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.



The screenshot displays the application management interface for the IRC-ESA Traineeship Scheme. At the top, the logos for the IRISH RESEARCH COUNCIL (An Chomhairle um Thaighde in Éirinn) and the European Space Agency (ESA) are visible. Below the logos, there is a search bar with the text 'Search by Record Title' and a search icon. To the right of the search bar, the user is logged in as 'researchoffice@email.ie' with a 'Logout' button. The main content area shows a list of two nominations. The first nomination is for 'Bart Marcello' with a blue 'Review' button. The second nomination is for 'Fermina Winebrenner' with a green 'Done' button. A red 'X' is placed over the 'Review' button, and a purple arrow points to the 'Done' button. At the bottom of the interface, there is a pagination control showing '1 - 2 of 2' and a 'wizehive' logo.