



Guide for Employment Mentors 2018

This document is provided to assist you in submitting an Employment Mentor's form for applications under the Employment Based Postgraduate Programme 2017.

The deadline for submitting your Employment Mentor form is exactly:

16.00 (Irish Time) 19 April 2018

The Council will only accept References submitted to the Online System (OLS), as explained below. Please do not send emails or hard copies of your Employment Mentor Form.

Please read this document carefully prior to completing the form.

Logging on to the system

If you experience any problems, please clear the cache in your browser and continue. Please contact schemes@research.ie should you experience any difficulties.

Once an applicant adds you to their application as an Employment Mentor, you will receive an email containing your username (your email address) and password, and a link to the login page: https://irishresearch.smartsimple.ie/s_Login.jsp

The online system can only be successfully accessed and supported through the following browsers: [Internet Explorer](#) (version 7 and higher), [FireFox](#) (2 most recent versions), [Google Chrome](#) (2 most recent versions) or [Safari](#) (2 most recent versions).

Ensure that the email address ircapps@research.ie is on your 'safe senders' list. You may need to check with your IT department to ensure there's no issue with your organisation's internal firewall.

If you have mislaid your password, go to the above URL and select '**Forgot password?**'. A system-generated password will be forwarded to your email address. If you do not receive this automated email, please check your spam folder.

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[Click here if you have forgotten or lost your password](#)

Email:
Password:

[Forgot Password?](#)

Registering as an Applicant for the first time:

- Add the ircapps@research.ie email address to your contacts/address book **BEFORE** you attempt the registration process.
- Click on the following link to take you to the [Applicant registration page](#)

Applicants who have previously applied to IRCSET schemes do not need to register with the Online Application System (OLS) before proceeding as their original profile will be used. Applicants who have previously applied to IRCHSS but not to IRC schemes need to register with the Online Application System (OLS) before proceeding.

When you have logged on, the following screen will be displayed:

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Welcome to Your Profile

Browser Support Information
Supported browsers:
Firefox (last 2 most recent versions),
Google Chrome (last 2 most recent versions),
Internet Explorer (version 7 or higher).

Change Password
Click here to change your password

Click here to view postgraduate applications awaiting completion of your Employment Mentor form

Open Calls

Preview Applications in Draft Status
Click here to preview applications in **Draft** which are assigned to you.

My Submitted Forms
Click here to view all forms you have submitted.

Employment Mentor Assigned Postgraduate Applications
Click here to view application(s) awaiting your reference as a **Employment Mentor**.

Employment Mentor Instructions
Click here to view Enterprise Mentor Instructions.

Creating your Employment Mentor Form

Click on the icon 'Employment Mentor Assigned Postgraduate Applications' in order to view any postgraduate applications awaiting your completion of an Employment Mentor form. This will bring you to the following screen where you can create your Employment Mentor form by clicking the 'Create' button.

GOIPG/2015/1576	Postgraduate (Government of Ireland)	Fake Applicant2	Lorem ipsum dolor sit amet,	Reference Form	Referee Recommendation	Reference Status	Last Modified Date
EBPPG/2015/4	Employment Based Postgraduate Programme	Fake Applicant1	Test Application 10.12.14	Reference Form	Referee Recommendation	Draft	Last Modified Date

Click here to 'Create' a new reference form

Editing the Employment Mentor Form

On clicking 'Create', the Employment Mentor form will open in edit mode.

New Activity

Back | View Project

Employment Partner Print Form: [View Form](#)

* Form in Irish?:

Applicant Details

Applicant Name: Fake Applicant1

Project Title: test

Employment Partner Details

Employment Partner Name: test

Employment Partner Registered Company Number: 54654564

Approved By Irish Research Council: Yes

Company Type: Social organisation

Company Size: SME

SME Size: Micro Enterprise

Company Sector: Medical Technology

Principal Activity: ygjhgjg

* How long has the organisation been operating in Ireland/aboard (as appropriate)?

Employment Mentor Details

The Employment Partner will nominate a research mentor from within the organisation to assist the applicant, to act as part of the supervisory team and to contribute to the overall development of the applicant.

Employment Mentor Name: Fake Enterprise Mentor1

* Employment Mentor Job Title:

* Contact Telephone:

Contact E-mail: ircfakeesupervisor1@gmail.com

* Please provide details of relevant mentoring experience to date:

Fill in the required sections. Your data can be saved by clicking on the **'Save Draft'** button at the bottom corner of the screen. Note: The screenshot above is just an example of the sections that are required and does not include all the sections that need to be filled out. Please scroll the page to see all questions.

You can access your application as many times as you wish prior to the deadline by logging onto the system, making sure to save the information you have entered using the **'Save Draft'** button at the bottom of the form each time. Do not click away to another tab or desktop until information has been saved, as you may lose information.

* Please provide details as to why you decided to work with this particular applicant: Please use 'the applicant' rather than the person's name, s/he, or his/her.

x

Click here to Save details

499 words left

* Do you agree to mentor and host the postgraduate applicant should the applicant be successful in the competition?

Yes ▾

[Save Draft](#) [Submit](#)

Once you have saved a draft, under ‘**Employment Mentor Assigned Postgraduate Applications**’ you will see your Reference form as *Form Created*. Click on ‘**Edit**’ to edit the form (see below). **Save Draft** must be used to save the information you have entered.

GOIPG/2015/1576	Postgraduate (Government of Ireland)	Fake Applicant2	Lorem ipsum dolor sit amet, ex ea commodo consequat.
		Reference Form	Referee Recommendation
EBPPG/2015/4	Employment Based Postgraduate Programme	Fake Applicant1	Test Application 10.12.14
		Reference Form	Referee Recommendation
		Edit	Yes

Click here to Edit existing form →

Submitting the Employment Mentor Form

Once you submit your form no changes can be made so please ensure you are satisfied with all the content of the form before you click ‘**Submit**’ and ‘**OK**’.

To finally submit your form, you must first open the form by clicking the ‘**Edit**’ button below the chosen application. Then select the ‘**Submit**’ button at the bottom of the screen. You must click ‘**Submit**’ in order for the application to proceed to assessment.

* Please provide details as to why you decided to work with this particular applicant. Please use 'the applicant' rather than the person's name, s/he, or his/her.

499 words left

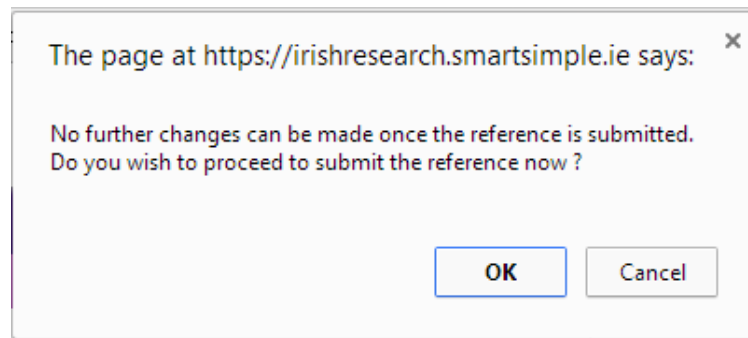
* Do you agree to mentor and host the postgraduate applicant should the applicant be successful in the competition?

Yes ▾

Save Draft
Submit

Click here to Submit completed form ↓

The following message will appear:



Click 'OK'. When you have done this, the form will save and will now be submitted to the online system. You will no longer have access to edit the form.

Effects of Submitting the Form

- Once submitted, you will be able to view the form in the **My Submitted Forms** section on your home page. However, you will **not** be able to edit it.



My Submitted Forms

Click here to view all forms you have submitted.

- You will receive an email confirming receipt of your Employment Mentor Form.
- The applicant's online profile will be updated to confirm that you have submitted the form.
- The applicant will not have visibility of any information you have entered at any stage.