IRISH RESEARCH COUNCIL GOVERNMENT OF IRELAND POSTGRADUATE SCHOLARSHIP PROGRAMME

INCLUDING STRATEGIC FUNDING PARTNER THEMES

2018

GUIDE FOR RESEARCH OFFICERS
(including details of the online application system)

Please read this document carefully before endorsing applications on behalf of your higher education institution. The deadline for endorsement of applications is exactly **16:00 (Irish time) on 15 November 2017**.
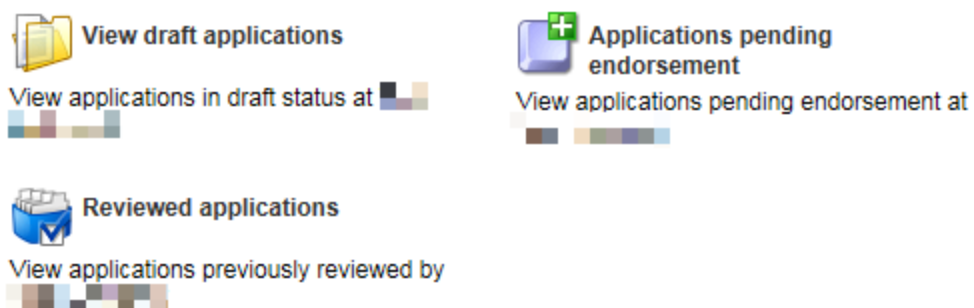
LOGGING INTO THE ONLINE SYSTEM:

- The online system can only be successfully accessed and supported through the following browsers:

  > Internet Explorer: version 9.0 and higher
  > Firefox: two most recent versions
  > Google Chrome: two most recent versions
  > Safari: two most recent versions

- Research officers who are registered on the Council's online system should have received a confirmation email containing their username (email address) and password.
- If you have lost or forgotten your password, navigate to the link above and click 'forgot password?'. A system-generated password will be forwarded to your email address. If you do not receive this email, please check your spam folder. Please note that it may take up to 15 minutes to receive the email containing your new password.
- If you do not receive this email, please check your spam folder and ensure that the ircapps@research.ie email address is on your 'safe senders' list. You may need to check with your IT department to ensure there is no issue with your organisation's internal firewall.
- If you have a technical issue registering for the online system, please email postgrad@research.ie for further assistance.

VIEWING APPLICATIONS IN DRAFT STATUS:

- Once logged in, the screen below will be displayed:

Open calls

View draft applications
View applications in draft status at

Applications pending endorsement
View applications pending endorsement at

Reviewed applications
View applications previously reviewed by

- Click on the 'view draft applications' icon in order to view any draft applications associated with your higher education institution.
- The following information will be visible for applications in draft status:

  1. Project ID
  2. Applicant's name and email address
  3. Supervisor and referee details

4. Status of the supervisor and referee forms
5. A PDF of the draft application ('application PDF' button)

- All applications require a primary academic supervisor and two referees to be added as participants. In addition, one secondary supervisor can be associated with each application.
- Please note that referees can create and submit their forms as soon as they have been added to the application. The primary academic supervisor can only complete their form once the application has been submitted.
- Please note that secondary supervisors will **NOT** receive an email notifying them they have been added as a participant to an application.
- Primary academic supervisors may **NOT** act as referees, however secondary academic supervisors **ARE** permitted to do so.

SUBMITTING A RESEARCH OFFICE ENDORSEMENT DECISION:

- By endorsing an application on behalf of your higher education institution, you are confirming that the organisation supports the application. You are also confirming the eligibility and suitability of the proposed academic supervisor to support the scholar.
- Institutional endorsement should be declined where significant shortcomings are identified in an application including, but not limited to, non-compliance with institutional research ethics policies and/or the Terms and Conditions for the programme.
- Applications which are not endorsed by the higher education institution by the **deadline of exactly 16:00 (Irish time) on 15 November 2017** will automatically be deemed ineligible.
- In order to view the list of submitted applications awaiting endorsement from your higher education institution, click on the 'applications pending endorsement' icon on the home page.
- Applications without the required participant forms (primary supervisor and two referee forms) completed in full and submitted via the online system will automatically be deemed ineligible and will not be considered for funding.
- Click the 'open' button beside the relevant application in order to view it:

- You will then have full visibility of the application by working across the tabs at the top of the page (or clicking on the 'application PDF' button):

Application Overview	Primary and Additional Participants	Academic Qualifications	Proposed Research	Personal, Ethical and Sex/Gender Statements	Applicant Declaration	Endorsement

- Under the endorsement tab you should select 'yes' or 'no' to whether your higher education institution wishes to support the candidate's application to carry out research at your institution and select 'endorse' or 'reject' under the decision heading.

Endorsement Agreement

* Do you support this candidate's application to carry out research at your institution?

Yes

* Decision?

Endorse

- Should you decide to 'reject' an application on behalf of your higher education, you will be asked to provide a reason for this decision.
- Click the 'submit decision' button once complete.
- At this stage, the endorsement form will be 'locked' and no further edits will be possible.
- You will receive an automated email confirming receipt of your decision.
- The applicant will also receive an automated email confirming the decision. If the application is not endorsed, the reason will not be automatically communicated to the applicant.
- You can view all institutional decision statuses by clicking on the **'reviewed applications'** icon on your home screen.