



**IRISH RESEARCH COUNCIL GOVERNMENT OF IRELAND POSTGRADUATE
SCHOLARSHIP PROGRAMME**

INCLUDING STRATEGIC FUNDING PARTNER THEMES

2019

**GUIDE FOR REFEREES
(including details of the online application system)**

Please note that the deadline for submitting your reference form online is exactly **16:00 (Irish time) on 8 November 2018**. Applications to the scheme will be deemed ineligible and will not be considered for funding if they do not have all the required participant forms, i.e. a supervisor and two reference forms, completed in full and submitted via the online system by this deadline.

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1. HELP WITH TECHNICAL ISSUES

- This document is provided to assist you in submitting a reference form for applications under the 2019 Government of Ireland Postgraduate Scholarship Programme. Please read it carefully before submitting your reference form online. **The Council will only accept reference forms submitted through the online application system. Please do not send your reference form to the Council by email or in hard copy.**
- Please 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 is no issue with your organisation's internal firewall.
- If you experience any technical issues, please clear the cache in your browser and continue. If the issue persists, please contact postgrad@research.ie. Where possible, please include the project ID, the browser you are using and, if appropriate, a screenshot of any error messages.
- 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

2. LOGGING INTO THE ONLINE SYSTEM

- Once an applicant adds you to their application as a referee, you will receive an email containing your username (which is your email address), password, and a link to the [login page](#).
- If you have lost or forgotten your password, navigate to the [login page 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.

3. CREATING AND EDITING YOUR REFERENCE FORM

- Once logged in, the screen below will be displayed. Click on the 'create postgraduate referee forms' icon in order to view any applications awaiting your reference.

Open calls



My assigned applications



Create postgraduate referee forms



Edit postgraduate referee forms

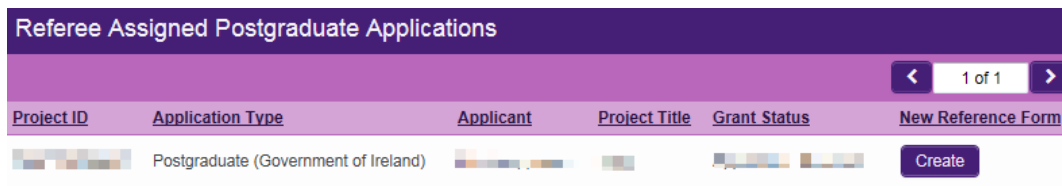


My submitted forms



Referee instructions

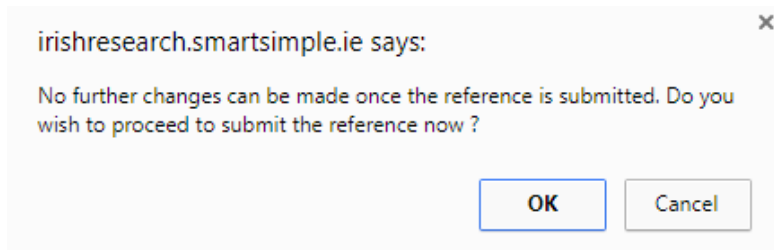
- This will bring you to the following screen where you can create your reference form by clicking the 'create' button.



- Once you have clicked 'create', the reference form will open in edit mode. You can then complete your reference. This reference is an essential element of the application and all sections should be completed in full. The information you have entered can be saved at any time by clicking on the 'save draft' button at the bottom of the screen. Please do not navigate to any other tab or browser until all the information you have entered has been saved.
- Referees can access and edit their forms as often as necessary prior to submission by logging in and clicking on the 'edit postgraduate referee forms' icon followed by the 'edit' button beside the relevant application.

4. SUBMITTING YOUR REFERENCE FORM

- Click 'submit' to submit your reference form.
- The following message will appear:



- If you are happy with the content of the form, click 'ok'. **Please note that no changes can be made to a form once it has been submitted. It is therefore vital that you are completely satisfied with the content of your form prior to final submission.**
- Once submitted, you will receive an automated email confirming receipt of your form.
- The following message will be displayed once your form has been submitted successfully.

Submission Successful

Project ID:



Project Title:



5. EFFECTS OF SUBMITTING YOUR REFERENCE FORM

- Once submitted, you can view your form by clicking on the 'my submitted forms' icon on your home page.
- Click the 'view form' button beside the relevant application. Please note that you will not be able to edit the form at this stage.

My Submitted Forms					
Project Type	Project ID	Project Title	Form Name	Date Submitted	View Form
1 Postgraduate (Government of Ireland)			Referee Form		View

- Once submitted, you will receive an automated email confirming receipt of your form.
- The applicant's online profile will be updated to confirm your form has been submitted.
- Please note that the applicant does not have visibility of information you have entered in your form at any stage.