IRISH RESEARCH COUNCIL
An Chomhairle um Thaighde in Éirinn

Guide for Academic Mentors in Ireland 2017

This document is provided to assist you in submitting an Academic Mentor's Form for applications under the 2017 Irish Research Council Enterprise Partnership Scheme Postdoctoral Fellowship Scheme.

The deadline for submitting your Mentor Form is exactly:

16:00 (Ireland time), 15th June 2017

The Irish Research Council will only accept references through the online application system, as explained below. Please do not send any hard copies of your Academic Mentor Form to the Irish Research Council.

Please read this document carefully prior to completing the form.

Logging on to the system

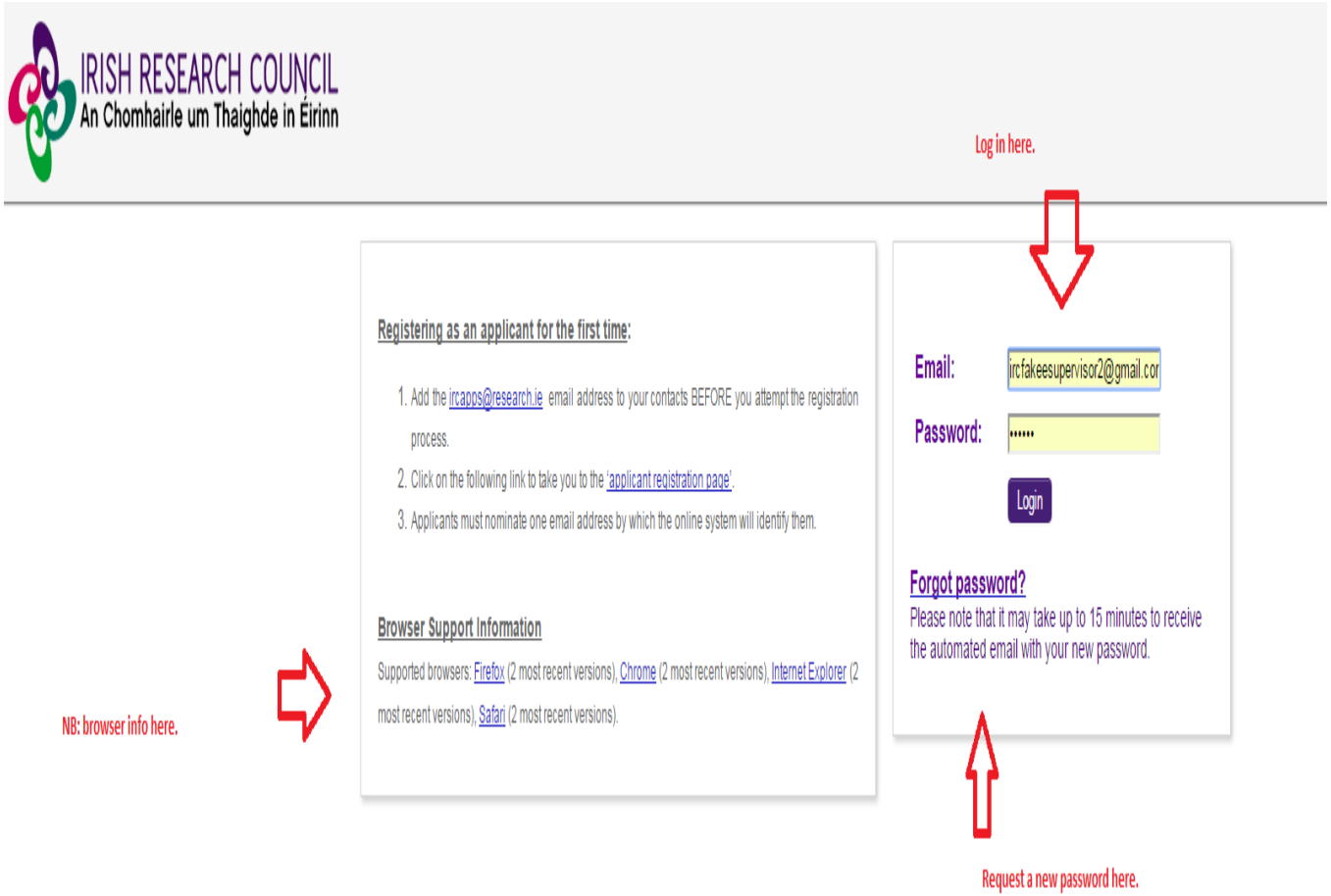
Please note that the online system can only be successfully accessed and supported through the following browsers: Internet Explorer (version 7 and higher), FireFox (2 most recent versions), Google Chrome (2 most recent versions) or Safari (2 most recent versions).

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 is no issue with your organisation's internal firewall.

When you were initially registered as a Mentor, you should have received an email containing your username (i.e. your email address) and password, and a link to the login page: https://irishresearch.smartsimple.ie/s_Login.jsp

If you have mislaid your password or the email with the password, then enter the above URL and click on the '**Forgot password?' link**. A system-generated password will be forwarded to your email address.

When you log in to the system, the following screen will be displayed: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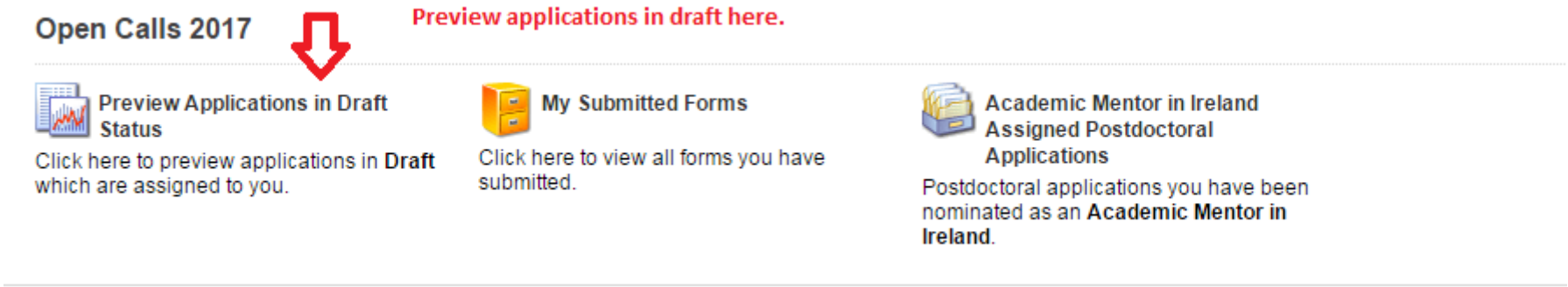
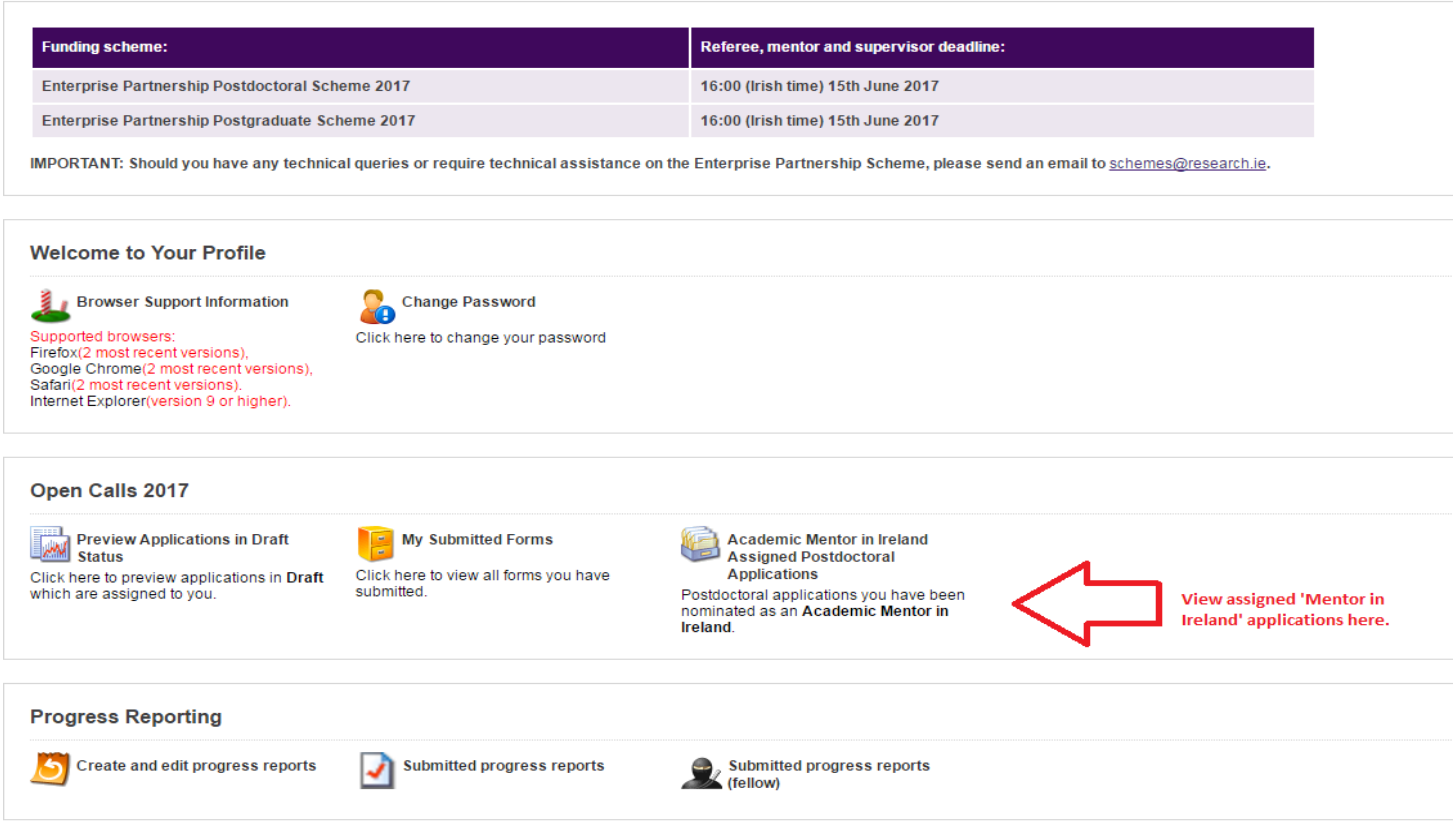
Log in here.
Registering as an applicant for the first time:
1. Add the ircapps@research.ie email address to your contacts BEFORE you attempt the registration process.
2. Click on the following link to take you to the 'applicant registration page'.
3. Applicants must nominate one email address by which the online system will identify them.
Browser Support Information
Supported browsers: Firefox (2 most recent versions), Chrome (2 most recent versions), Internet Explorer (2 most recent versions), Safari (2 most recent versions).
NB: browser info here.
Email:
ircfakeesupervisor2@gmail.cor
Password:
Login
Forgot password?
Please note that it may take up to 15 minutes to receive the automated email with your new password.
Request a new password here.

You will not be able to provide your Mentor form until the applicant has submitted their application. However, you can preview the application details by (a) clicking on the 'Preview Applications in Draft Status' icon on the home page and then (b) clicking on the 'Print (PDF)' button on the following 'My Assigned Applications in Draft' screen.

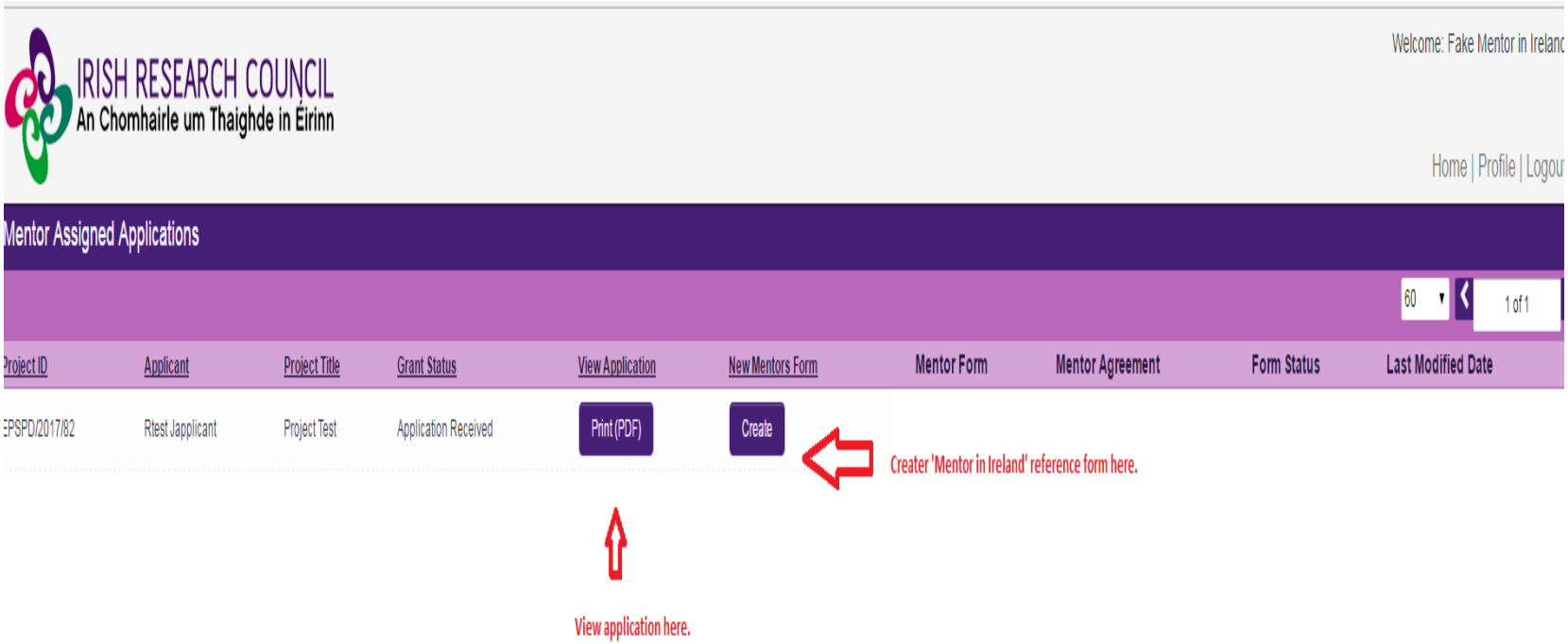


To create your Mentor form, click on the ‘Academic Mentor in Ireland assigned Postdoctoral Applications’ icon that is on the ‘Home’ screen.

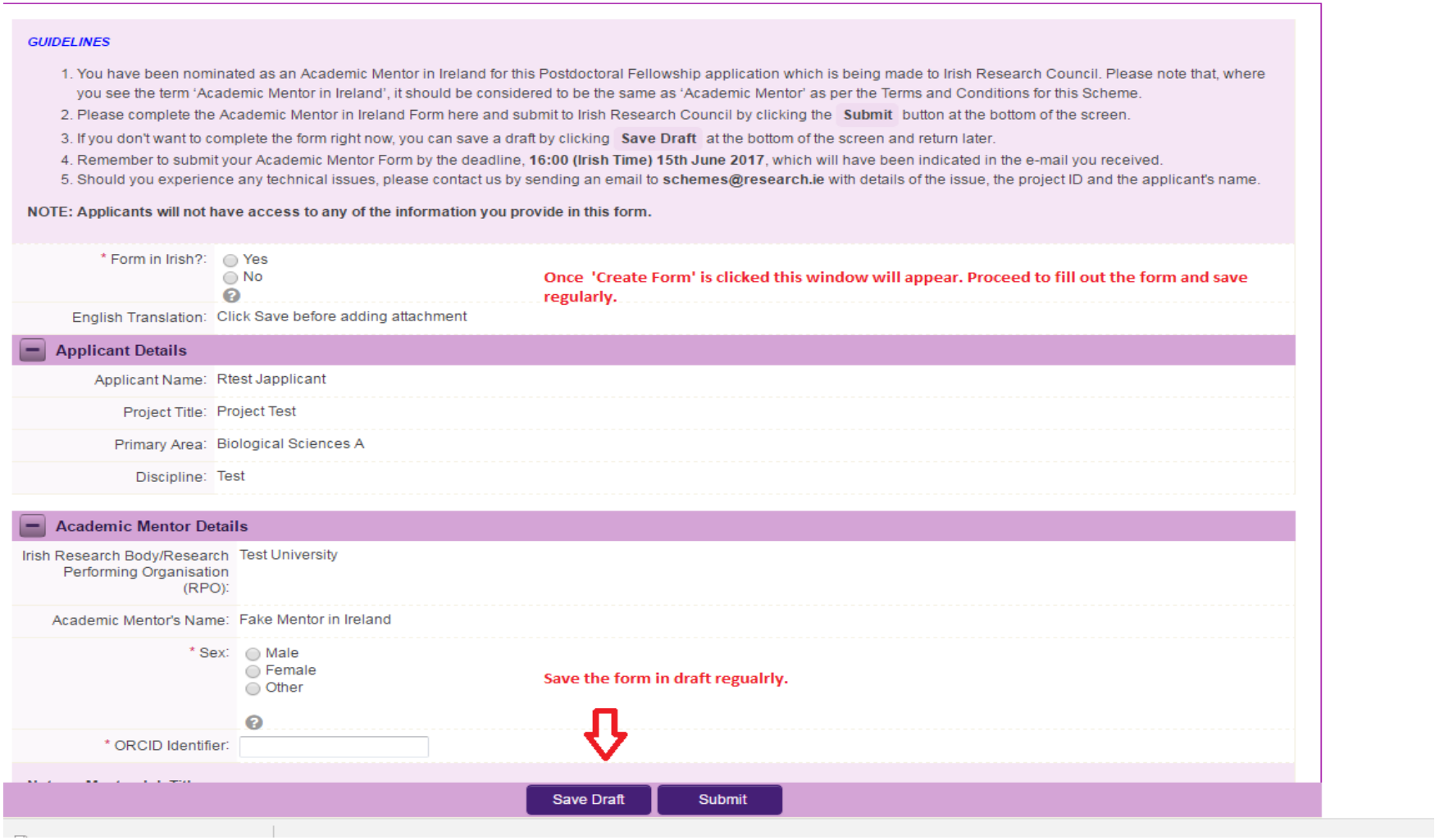


Completing the Mentor form

Once the ‘Academic Mentor in Ireland Assigned Postdoctoral Applications’ has been clicked the following window will appear. The application may be viewed under ‘Print(PDF)’ and the Mentor form may be created by clicking on ‘Create’



Once you have created your form, you can log out and back in as many times as you want (up until the deadline) and edit the form by simply clicking on **Edit**. Ensure you **'Save'** throughout the process.

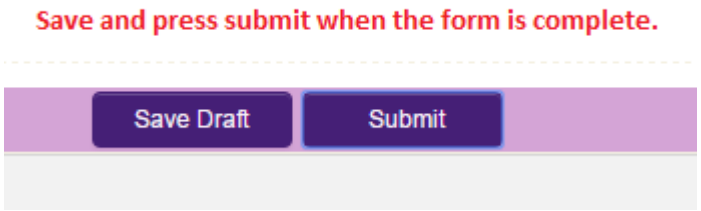


You can then complete your form, which will ultimately play a key role in the evaluation of the application. Your data can be saved by clicking on the **Save Draft** button at the bottom left of the screen. Do not click away to another tab or desktop until information has been saved, as you may lose information otherwise

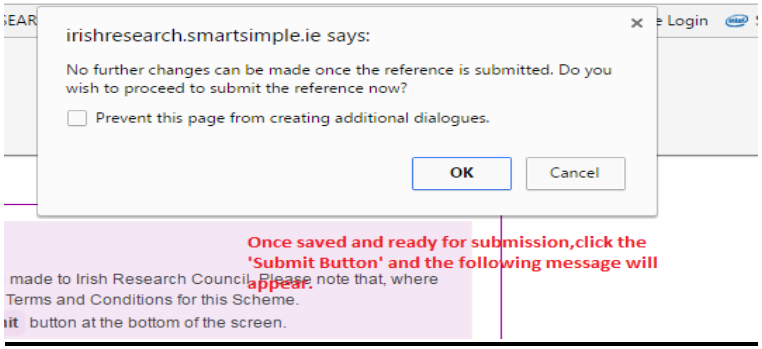
IMPORTANT: Submitting the form

To finally submit the form you must:

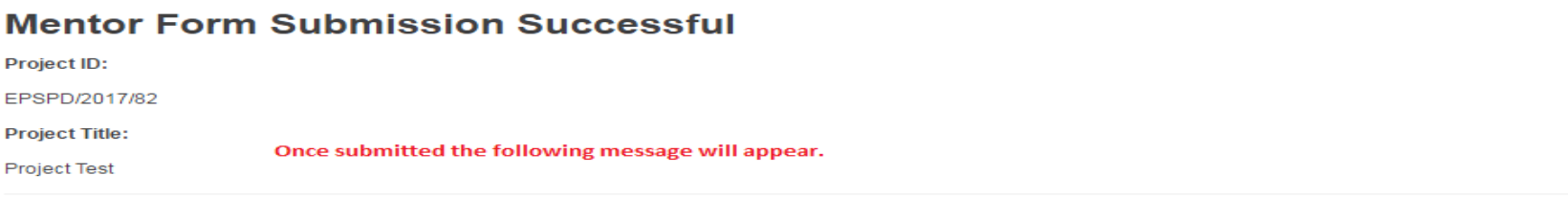
Open your Mentor Form. Check you are satisfied with the information you have inputted and then click the **Submit** button at the bottom of the screen.



The following box will appear. If you are happy with the content of the form, **click OK.** Note: Once you submit your form there will be no further changes permitted so please ensure you are satisfied with all the content of the form before you click ‘Submit’ and ‘OK’.

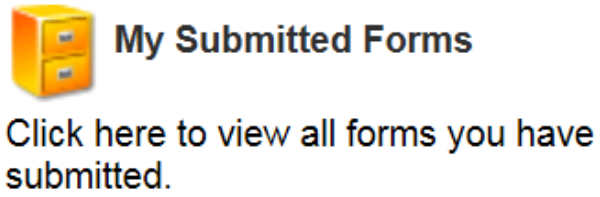


Once the form has been submitted the following message will appear:



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.



- You will receive an email confirming receipt of your form.
- The applicant's 'inbox' 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.

Technical

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