



## **Guide for Research Offices 2017**

This document is provided to assist you in submitting a Research Office endorsement for applications under the 2017 Enterprise Partnership Scheme Postgraduate Scholarship and Postdoctoral Fellowship Programme.

**The deadline for submitting your Research Office endorsement is exactly:  
16:00 (Ireland time) 22<sup>nd</sup> June 2017**

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

Please read this document carefully prior to completing the Research Office/University decision. By logging in, you will be able to view all applications awaiting completion within your institution and access all complete applications that are available for your endorsement decision.

## Logging on to the system

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

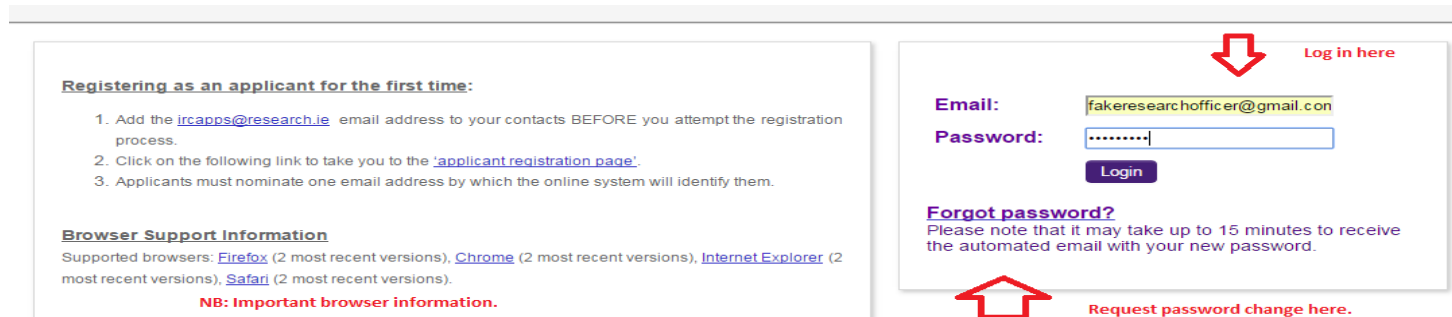
Please note that the online system can only be successfully accessed and supported through the following browsers: [Internet Explorer](#) (version 7 and higher), [FireFox](#) (2 most recent versions), [Google Chrome](#) (2 most recent versions) or [Safari](#) (2 most recent versions).

Ensure that the email address [ircapps@research.ie](mailto: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.

When you were initially registered as a Research Officer, you should have received an email containing your user name (your email address) and password, and a link to the login page: [https://irishresearch.smartsimple.ie/s\\_Login.jsp](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:



The screenshot shows a login page with two main sections. The left section contains registration and browser support information. The right section contains the login form and a forgot password link. Red arrows and text are used to highlight specific elements.

**Registering as an applicant for the first time:**

1. Add the [ircapps@research.ie](mailto: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: Important browser information.**

**Log in here**

**Email:**

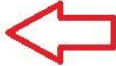
**Password:**

**Forgot password?**  
Please note that it may take up to 15 minutes to receive the automated email with your new password.

**Request password change here.**


Once you log on you will be presented with the following screen:


Funding scheme:	Applicant deadline:	Supervisors, Mentors and Enterprise Mentors Deadline:
Enterprise Partnership Scheme 2017	16:00 (Irish time) 8th June 2017	16:00 (Irish time) 15th June 2017

 **N.B Important browser info**

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### Welcome to Your Profile


 **Supported browsers**  
Internet Explorer (version 9 or higher),  
Firefox, Chrome and Safari (2 most recent versions)


 **Change password**


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### Open Calls 2017

 **Open calls**

 **View draft applications**  
View applications in draft status at The University of Limerick [UL]


 **Reviewed applications**  
View applications previously reviewed by The University of Limerick [UL]


 **Applications pending endorsement**


 **View applications waiting for RO decision**


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### Administration

 **Potential CAROLINE Partner Organisations**  
List of organisations registering an interest in hosting a CAROLINE Research Fellow

 **Registered supervisors**  
View all registered supervisors at The University of Limerick [UL]

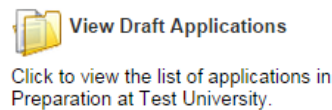
 **Registered mentors**  
View all registered mentors at The University of Limerick [UL]

 **Register supervisor**  
Register a supervisor at The University of Limerick [UL]

 **Register mentor**  
Register a mentor at The University of Limerick [UL]

## Viewing Draft Application Information

To view the content and other relevant details of all draft applications, please click on the ‘View Draft Applications’ icon on the home page.



You will then be presented with the ‘Applications Awaiting Supervisor/Mentor Support’ screen:

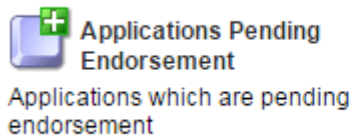
Applications Awaiting Supervisor/Mentor Support										
Status	Project ID	Applicant Name	Applicant Email	Number of Referee Forms Submitted	Status of Created Reviews	Supervisor/Mentor Status	Enterprise Mentor Status	Supervisor/Mentor Name	Supervisor/Mentor Email	View
Draft	//	Andrea Valova	avalova@research.ie	0	0 Referees Assigned	No Mentor Assigned	Not Relevant			<a href="#">Print (PDF)</a>
Draft	//	CV ApplicantTest	cvapplicant@ss.fake	0	2 Referees Assigned	No Mentor Assigned	Not Relevant			<a href="#">Print (PDF)</a>
Draft	//1230	Paulina Bistula	pbistula@smartsimple.com	0	0 Referees Assigned	No Mentor Assigned	Not Relevant			<a href="#">Print (PDF)</a>
Draft	//711	Ciaran Applicant	capplicant@test.fake	0	2 Referees Assigned	No Mentor Assigned	Not Relevant			<a href="#">Print (PDF)</a>
Draft	/2017/407	Fake Applicant2	ircfakeapplicant2@gmail.com	0	2 Referees Assigned	Supervisor Assigned Enterprise Mentor Assigned	Enterprise Mentor Assigned	Billy Super	testircsetsuper@hotmail.com	<a href="#">Print (PDF)</a>
Application Received	/2017/408	Fake Applicant3	ircfakeapplicant3@gmail.com	0	2 Referees Assigned • Fake Referee2 - Draft	Supervisor Assigned Supervisor Form In Preparation Enterprise Mentor Assigned	Enterprise Mentor Assigned	Fake Referee3	ircfakereferee3@gmail.com	<a href="#">Print (PDF)</a>
Application Received	/2017/412	Justin Sinnott	justin.m.sinnott@gmail.com	0	2 Referees Assigned	Supervisor Assigned Enterprise Mentor Assigned	Enterprise Mentor Assigned	Test Supervisor	ircfakeasupervisor1@gmail.com	<a href="#">Print (PDF)</a>
Application Received	/2017/413		@owner.email@	1	2 Referees Assigned • fake referee 1 - Submitted	Supervisor Assigned Supervisor Form Completed Enterprise Mentor Assigned	Enterprise Mentor Assigned	Test Supervisor	ircfakeasupervisor1@gmail.com	<a href="#">Print (PDF)</a>
Draft	CLNE/2017/512	ruth test	ruth.test.applicant2@gmail.com	2	0 Referees Assigned • ruthref referee - Submitted • dssd dsdsd - Submitted	No Mentor Assigned Mentor Form Completed				<a href="#">Print (PDF)</a>

The 'Applications Awaiting Supervisor/Mentor Support' screen will provide you with:

- The status of the application form (i.e. whether it is in draft or whether it has been submitted, i.e. 'Application Received').
- Referee information including the number of referee forms submitted, the number of referees assigned, and the names of those referees that have submitted their form.
- Academic Mentor/Supervisor and Enterprise Mentor information including the Academic Mentor/Supervisor name and email address (now in separate columns so that the information copies into excel in an easier-to-use format).
- The content of the application form: click 'Print (PDF)' to view the application.

### **Submitting a Research Office Endorsement Decision**

Applications awaiting endorsement can be viewed by clicking on this icon:



You will then be presented with the following screen:

## Applications Pending Endorsement

60 ▾ 1 of 1

<u>Project ID</u>	<u>Project Title</u>	<u>Applicant</u>	<u>Institution</u>	<u>Name of Mentor or Supervisor</u>	<u>Status</u>	<u>Type</u>	
EPSPGJ2017/215	Project Test	Fake Applicant3	Test University	Fake Supervisor2	Pending Endorsement	EPS Postgraduate Application	<input type="button" value="Open"/>




Project ID.



Click here to open.

When you click on 'Open Endorsement Form', you will see the following screen:

Status: Pending Endorsement  [View status here.](#)






Applicant: ruth test

## Enterprise Partnership Scheme Postdoctoral Application Form

[CLICK HERE](#) to access the Guide for Applicants.

Should you require any technical assistance please contact the Council by email to

[schemes@research.ie](mailto:schemes@research.ie)

Project Overview	Primary and Additional Participants	Research Mobility	Academic Qualifications	Proposed Research	Relevant Work Experience	Publications and Other Research Outputs	Ethical Statement	Financial Justification	Declaration	Endorsement
 Project Details										
Application type: EPS Postdoctoral Application										
Create date: 03/04/2017 01:38:00										
Status: Pending Endorsement										
Project ID: EPSPD/2017/85										
* Project title: Testy Title 										
* Irish Research Body: Test University 										
Autosave Enabled: Autosave Enabled										
Print Form: <a href="#" style="background-color: #4b0082; color: white; padding: 2px 10px; border-radius: 5px;">Print (PDF)</a>  <a href="#">View application in pdf here.</a>										
Full application PDF form including all participant forms:										
* Application in Irish: No 										

Proceed to check all aspects of the application:

## Project - Project Test

View

\* What is your nationality, i.e. your passport-issuing country? Argentina

\* ORCID identifier  
ddd

\* Are you a national of a European Economic Area (EEA)\* member state or Switzerland?  
Yes

\* Will you have been ordinarily resident\* in an EEA member state or Switzerland for a continuous period of three of the five years preceding 1 January 2018?  
Yes

\* Will you be a new entrant to the degree for which you are seeking Council funding?  
 Yes  
 No

\* Please specify the degree type for which you are currently registered  
 24-month Structured Research Master's  
 36-month Traditional Doctoral Degree  
 48-month Structured Doctoral Degree

\* What date did you first register for this degree?  
01/04/2016

\* Please select your current funding source  
Self-funded

\* Please provide the title of this funding source  
kkk

\* Please specify the number of months  
12

\* Please specify the amount  
12

**Proceed to check read application checking the information is accurate.**

Save Draft

Submit Decision

Should you reject the application, you will be asked to provide a reason for rejection.



You can submit the endorsement/rejection by clicking the submit button at the bottom of the screen:

The screenshot displays the 'Endorsement' tab of an online application system. At the top, a navigation bar contains tabs for 'Project Overview', 'Primary and Additional Participants', 'Academic Qualifications', 'Proposed Research', 'Personal, Ethical and Sex/Gender Statements', 'Financial Justification', 'Applicant Declarations', and 'Endorsement'. A red arrow points to the 'Endorsement' tab. Below the navigation bar, the 'Endorsement Agreement' section contains two dropdown menus for 'Do you support this candidate's application to carry out research at your institution?' and '\* Decision?'. A red arrow points to the first dropdown menu, with the text 'Click on the 'Endorsement' tab.' next to it. Below this is a 'Previous' button. The 'Partner Organisation(s)' section includes a 'View: System Default' dropdown, an 'EPS Partner' dropdown, and an 'Add' button. A red arrow points to the 'Add' button, with the text 'Press 'Save' before clicking 'Submit Decision'.' next to it. Below this is a table with the following data:

Organisation	Phone	Address	City	Role
Eavan's Test Company	123456	Brooklawn Bonanza	Dublin	<a href="#">EPS Partner</a>

At the bottom of the screen, there are two buttons: 'Save Draft' and 'Submit Decision'. A red arrow points to the 'Submit Decision' button, with the text 'Click 'Submit Decision' when the decision has been saved.' next to it.

## Effects of Submitting the Research Office Endorsement

- The Research Office endorsement will be 'locked' and further edits will no longer be possible.
- You will receive an email confirming receipt of your decision.
- The applicant will receive an email confirming the Research Office decision. If the application has not been endorsed, the reason entered the system by the RO will not be communicated to the applicant.
- You can view the institutional decision status by clicking on the 'Reviewed Applications' icon on the 'Home' screen.

You will then be presented with the following screen that confirms the status of all applications:

Application Type: EPS Postdoctoral Application  
Status: Ready for Review  
Applicant: Fake Applicant3

**Enterprise Partnership Scheme Postdoctoral Application Form**  
[CLICK HERE](#) to access the Guide for Applicants.  
Should you require any technical assistance please contact the Council by email to [schemes@research.ie](mailto:schemes@research.ie)

**Research Office Decision**  
Decision Submitted: Endorse  
Date Submitted: 04/04/2017  
Does Research Office Support candidate?: Yes

Project Overview	Primary and Additional Participants	Research Mobility	Academic Qualifications	Proposed Research	Relevant Work Experience	Publications and Other Research Outputs	Ethical Statement	Financial Justification	Declaration	Endorsement
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**Project Details**  
Application type: EPS Postdoctoral Application  
Create date: 04/04/2017 12:53:00  
Status: Ready for Review   
Project ID: EPSPD/2017/87  
Project title: project test ?  
\* Irish Research Body: Test University ?  
Autosave Enabled: