



IRISH RESEARCH COUNCIL  
An Chomhairle um Thaighde in Éirinn



CAROLINE  
Collaborative Research Fellowships  
for a Responsive and Innovative Europe



IRISH RESEARCH COUNCIL COLLABORATIVE RESEARCH  
FELLOWSHIPS FOR A RESPONSIVE AND INNOVATIVE EUROPE  
'CAROLINE' – CO-FUNDED BY MARIE SKŁODOWSKA-CURIE ACTIONS

2018

## **Guide for Academic Mentors**

R1.1 (05/10/2017)

**The deadline for submitting your academic mentor form is exactly:**

**16:00 (GMT), 19<sup>th</sup> October 2017**

The Council will only accept forms submitted to the Online Application System (OLS), as explained below. Please do not send emails or hard copies of your academic mentor form.

**Please read this document carefully prior to completing the form.**

## **Before you start**

Before you start, please ensure you are using the correct browser. The OLS can only be guaranteed to be fully operational on the following browsers:

- Internet Explorer: two most recent versions
- Firefox download: two most recent versions\*
- Google Chrome download: two most recent versions\*
- Safari download: two most recent versions\*

\*Firefox, Google Chrome and Safari support applies to the two most recent versions published by the manufacturer excluding beta releases. Also, please ensure your JavaScript is both turned on and up to date.

It is advised to add the [ircapps@research.ie](mailto:ircapps@research.ie) email address to your contacts/address book. You may also need to check with your IT department to ensure there is no issue with your organisation's internal firewall.

When an application to which you are added as academic mentor is submitted, the OLS will send you an email notification. You will be able to view the relevant application form in draft, however you will only be able to create your mentor form after the applicant has submitted their application.

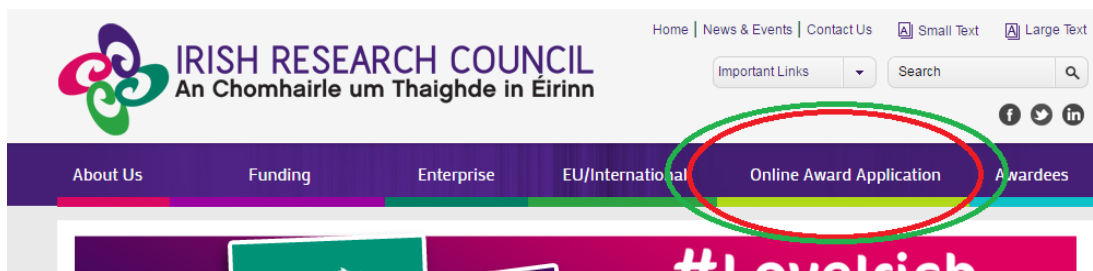
You can access your form as many times as you wish before you submit it. Make sure to save the information you have entered using the '**Save Draft**' button at the bottom of the form each time. Please do not use the "back" button in your browser and do not click to another tab or desktop until information has been saved, as you may lose information.

Once you submit your form, it will not be possible to make any amendments.

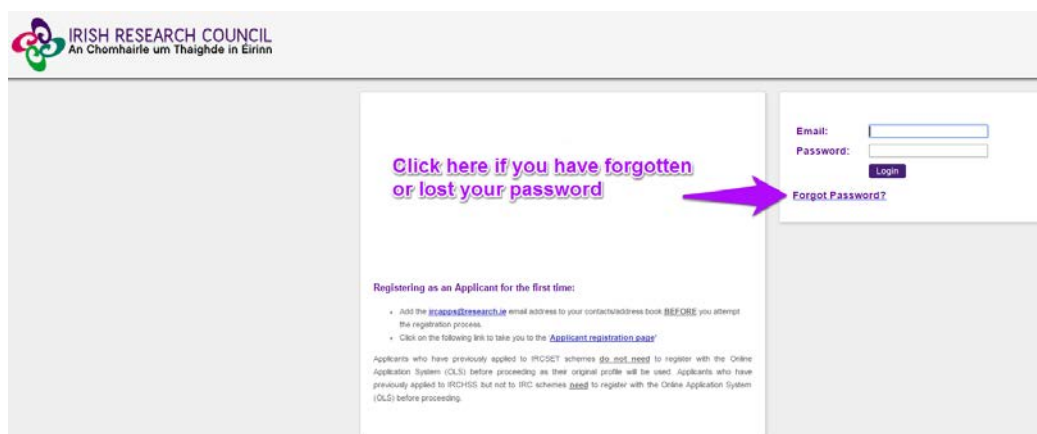
The applicant will not have visibility of any information you have entered into your form at any stage.

## **Logging on to the system**

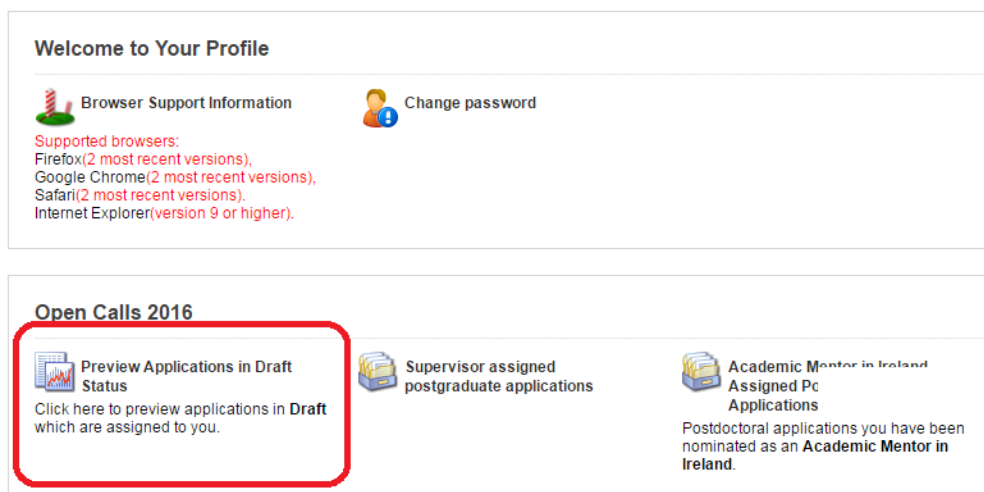
The online application system (OLS) can be accessed from the Council's webpage as indicated below, or directly at <https://irishresearch.smartsimple.ie>



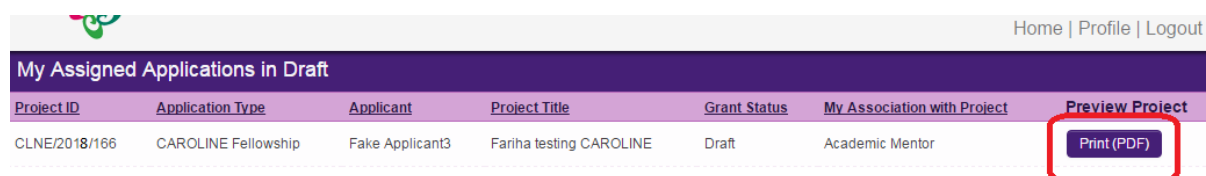
Log on to the OLS using the email address with which you were registered as an academic mentor in the OLS, and with your OLS password. If you have mislaid your password, click on **'Forgot password?'**. A system-generated password will be forwarded to your email address. If you do not receive this automated email, please check your spam folder. Please note that it can take up to fifteen minutes for this automated email to be generated.



You will have read-only access to relevant applications in the OLS. To view an application in draft, click on "Preview Applications in Draft Status" icon on the home page:



The following screen will appear:



The screenshot shows a web interface with a header containing a logo and navigation links 'Home | Profile | Logout'. Below the header is a table titled 'My Assigned Applications in Draft'. The table has columns: Project ID, Application Type, Applicant, Project Title, Grant Status, My Association with Project, and Preview Project. A row of data is visible with the following values: CLNE/2018/166, CAROLINE Fellowship, Fake Applicant3, Fariha testing CAROLINE, Draft, Academic Mentor. A red box highlights a 'Print (PDF)' button located in the 'Preview Project' column of the data row.

Project ID	Application Type	Applicant	Project Title	Grant Status	My Association with Project	Preview Project
CLNE/2018/166	CAROLINE Fellowship	Fake Applicant3	Fariha testing CAROLINE	Draft	Academic Mentor	Print (PDF)

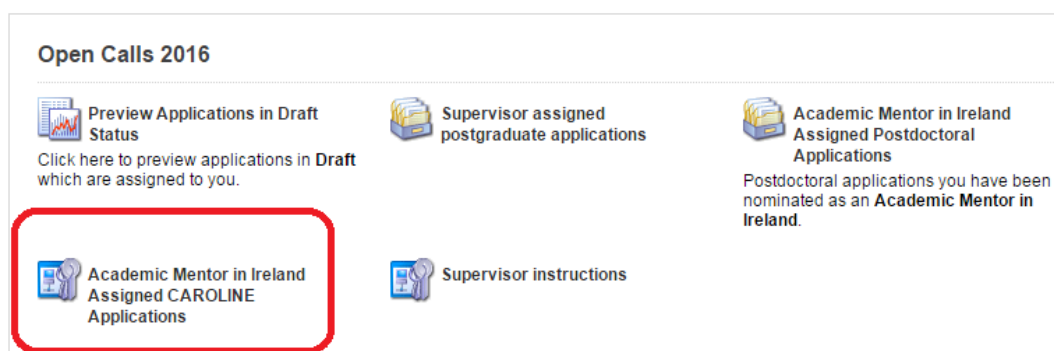
Click on the 'Print (PDF)' button beside the relevant application to view it.

Please note that academic mentors can only complete their forms after the applicant has submitted their application.

### **Completing your form**

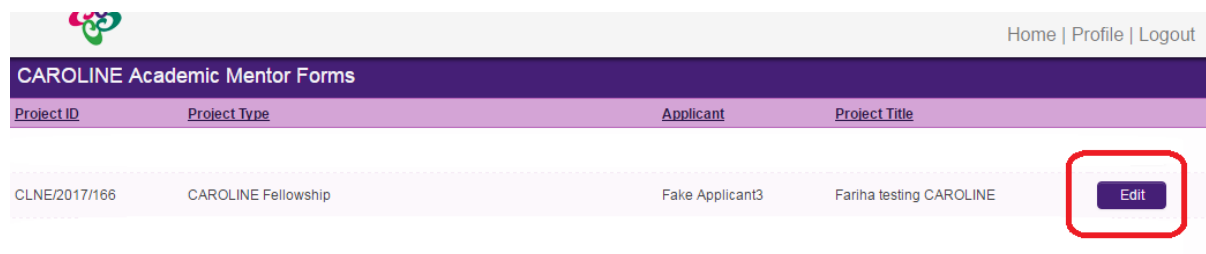
As indicated above, academic mentors can only populate and submit their form after the relevant applicant form has been submitted. You will be notified by an automated email generated by the OLS when an application to which you are assigned as academic mentor is submitted.

To access your academic mentor form, click on "Academic Mentor in Ireland Assigned CAROLINE Applications" icon on the home page.



The screenshot shows a dashboard titled 'Open Calls 2016'. It contains five icons with text descriptions: 'Preview Applications in Draft Status' (with a red box around the text), 'Supervisor assigned postgraduate applications', 'Academic Mentor in Ireland Assigned Postdoctoral Applications' (with a red box around the text), 'Supervisor instructions', and 'Academic Mentor in Ireland Assigned CAROLINE Applications' (with a red box around the icon and text).

This will bring you to the following screen where you can complete your academic mentor form by clicking the 'Edit' button.



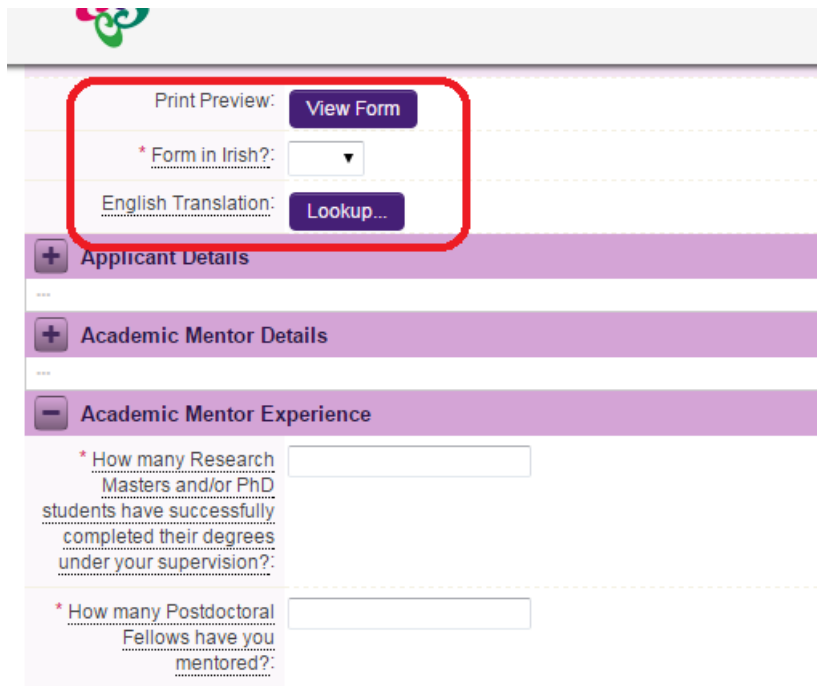
The screenshot shows a web interface with a header containing a logo and navigation links 'Home | Profile | Logout'. Below the header is a table titled 'CAROLINE Academic Mentor Forms'. The table has columns: Project ID, Project Type, Applicant, and Project Title. A row of data is visible with the following values: CLNE/2017/166, CAROLINE Fellowship, Fake Applicant3, Fariha testing CAROLINE. A red box highlights an 'Edit' button located to the right of the data row.

Project ID	Project Type	Applicant	Project Title	
CLNE/2017/166	CAROLINE Fellowship	Fake Applicant3	Fariha testing CAROLINE	Edit

On clicking 'Edit', the academic mentor form will open in edit mode.

The form consists of a number of sections and fields.

For the ease of navigation within the form, the content of sections can be collapsed and expanded using the ‘-‘ and ‘+’ sign.



The screenshot shows the top section of a form. At the top left is a logo with three interlocking rings in green, blue, and red. Below it, there is a 'Print Preview:' label and a purple 'View Form' button. A red box highlights this area. Below that is a dropdown menu labeled '\* Form in Irish?:' with a downward arrow. Underneath is an 'English Translation:' label and a purple 'Lookup...' button. Below these are three expandable sections: '+ Applicant Details', '+ Academic Mentor Details', and '- Academic Mentor Experience'. The 'Academic Mentor Experience' section is expanded, showing two questions with input fields: '\* How many Research Masters and/or PhD students have successfully completed their degrees under your supervision?:' and '\* How many Postdoctoral Fellows have you mentored?:'.

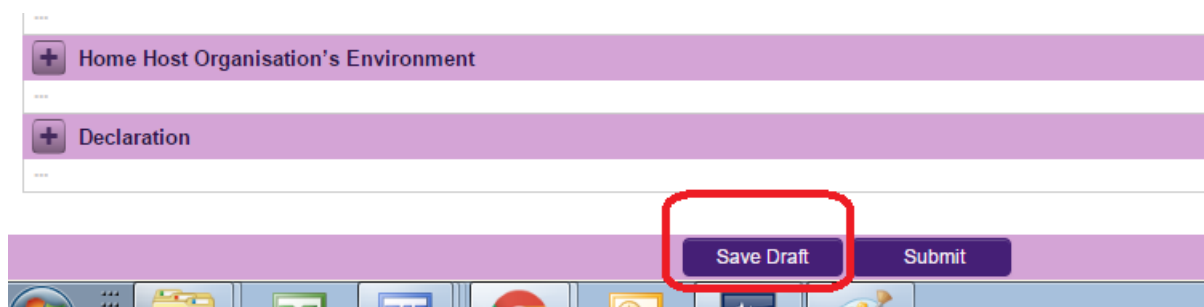
On the top part of the form, please indicate whether the form will be completed in Irish. If you wish to complete the form in Irish, you may also upload your own English language translation (in PDF only) of the form using the “**Lookup**” button in the same section. Please note that should an English language translation not be provided, the Council will furnish a translation to the International Assessment Board.

To view or print the form, click on “View Form” at the top of the form as highlighted above.

Information in the “Applicant Details” section will be pre-populated.

Fill in the required fields that follow on the form.

Make sure you save your form as you populate individual fields by clicking on “Save Draft” as highlighted below.



The screenshot shows the bottom part of the form. There are two expandable sections: '+ Home Host Organisation's Environment' and '+ Declaration'. At the bottom right, there are two purple buttons: 'Save Draft' and 'Submit'. A red box highlights the 'Save Draft' button. The Windows taskbar is visible at the very bottom of the image.

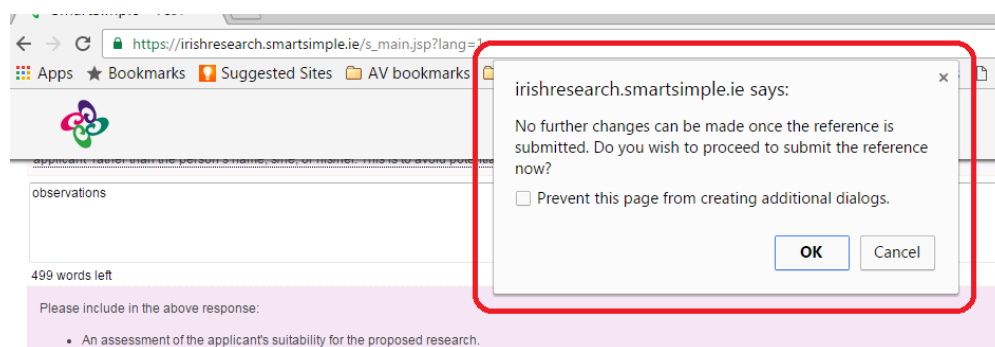
## Submitting your form

When your form is fully completed and you wish to submit it, click on “Submit” at the bottom of the form.

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

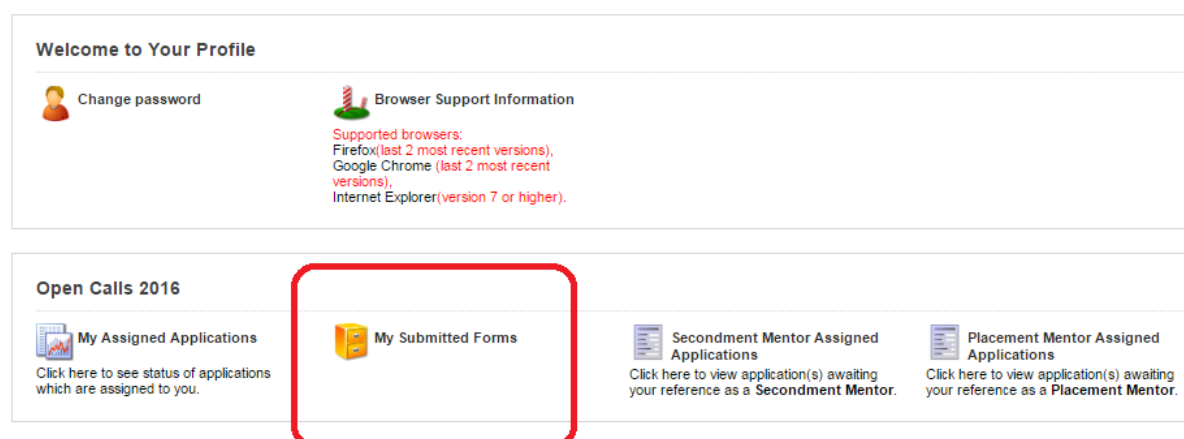
You must click ‘**Submit**’ in order for the application to proceed to the next stage of the application process.

The following message will appear:



Click ‘**OK**’. When you have done this, the form will be saved and will be submitted to the online system. An on-screen confirmation will be provided and the OLS will also generate an email confirmation.

The form cannot be amended once it has been submitted. You will have read-only access to your form from the home page by clicking on the “**My Submitted Forms**” icon.



## **Addressing technical issues**

- If you experience any technical problems, please clear the cache in your browser and continue. Please contact [caroline@research.ie](mailto:caroline@research.ie) should your problem persist. with details of the issues encountered. Please include the relevant project ID, information about the browser you are using (name and version), and a detailed description of the issue encountered, including screenshot(s) and any error messages as relevant.
- Technical issues need to be reported to the Council as soon as they are encountered.
- The OLS will stop accepting academic mentor forms at exactly 16:00 (GMT) on 19<sup>th</sup> October 2017. If your academic mentor form is not received by this deadline, the concerned fellowship application will be incomplete and consequently deemed ineligible for funding.

## HISTORY OF CHANGES

Version	Publication date	Changes
R1.1	05/10/2017	<p>Text in the section “Before you start” amended from “<i>Once an applicant adds you to their application as an academic mentor, you will receive an email containing your username (your email address) and password, and a link to the login page: <a href="https://irishresearch.smartsimple.ie">https://irishresearch.smartsimple.ie</a> You will be able to view the relevant application form in draft, however you will only be able to create your mentor form after the applicant has submitted their application.</i>”</p> <p><i>When an application to which you are added as academic mentor is submitted, the OLS will send you an email notification and you will be able to complete and submit your form.”</i></p> <p>to the following text:</p> <p><i>“When an application to which you are added as academic mentor is submitted, the OLS will send you an email notification. You will be able to view the relevant application form in draft, however you will only be able to create your mentor form after the applicant has submitted their application.”</i></p>