

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

2019

Guide for Academic Mentors

The deadline for submitting your academic mentor form is exactly:

16:00 (Irish time), 13th September 2018

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 the Terms and Conditions of the scheme available [on our website](#) and this document carefully prior to completing the form.

DATA COLLECTION AND DATA PROTECTION

The data that you enter into the mentor form will be accessible to authorised staff of the Council and to international evaluators assigned to the relevant funding application. Only you and the authorised Council staff will have access to sensitive personal details kept in your user profile in the online system, such as your date of birth (if provided) or sex.

The Council requires that evaluators accept our data protection and confidentiality policy before they are granted access to applications and related forms. Please be aware that some of the international evaluators are located in countries outside of European Union.

Applicants are required to liaise with their proposed mentors and referees before adding them to an application. If an applicant assigns a mentor or a referee to their application without their consent and they subsequently object to being associated with an application and raise this with the Council, the Council will remove that mentor/referee from the concerned application and will notify the applicant. This option is described in the automated email notification sent by the online system to mentors and referees after an applicant adds their details to an application. Should it happen that you are associated with an application without your consent and you wish to avail of this option, please email cofund@research.ie.

Please read carefully the data collection notice available in the online system and on the Council's website.

Before you start populating your form

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 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.

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: <https://irishresearch.smartsimple.ie> 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.

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.

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 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.

IRISH RESEARCH COUNCIL
An Chomhairle um Thaighde in Éirinn

Click here if you have forgotten or lost your password

Registering as an Applicant for the first time:

- Add the irishresearch@smartsimple.ie email address to your contact/address book BEFORE you attempt the registration process.
- Click on the following link to take you to the [Applicant registration page](#)


Applicants who have previously applied to IRCSET schemes [do not need](#) to register with the Online Application System (OLS) before proceeding as their original profile will be used. Applicants who have previously applied to IRCVSS but not to IRC schemes [need](#) to register with the Online Application System (OLS) before proceeding.


Email:
Password:

[Forgot Password?](#)


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:


Welcome to Your Profile


 **Browser Support Information**
Supported browsers:
Firefox(2 most recent versions),
Google Chrome(2 most recent versions),
Safari(2 most recent versions),
Internet Explorer(version 9 or higher).

 **Change password**


Open Calls 2016

 **Preview Applications in Draft Status**
Click here to preview applications in **Draft** which are assigned to you.

 **Supervisor assigned postgraduate applications**

 **Academic Mentor in Ireland Assigned Postgraduate Applications**
Postdoctoral applications you have been nominated as an **Academic Mentor in Ireland**.

The following screen will appear:


Home | Profile | Logout

My Assigned Applications in Draft						
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	<div>Print (PDF)</div>


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.




Preview Applications in Draft Status
Click here to preview applications in **Draft** which are assigned to you.




Supervisor assigned postgraduate applications



Academic Mentor in Ireland Assigned Postdoctoral Applications
Postdoctoral applications you have been nominated as an **Academic Mentor in Ireland**.



Academic Mentor in Ireland Assigned CAROLINE Applications



Supervisor instructions

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

CAROLINE Academic Mentor Forms			
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.

Print Preview: [View Form](#)

* Form in Irish?:

English Translation: [Lookup...](#)

+ Applicant Details

+ Academic Mentor Details

- Academic Mentor Experience

* How many Research Masters and/or PhD students have successfully completed their degrees under your supervision?:

* 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

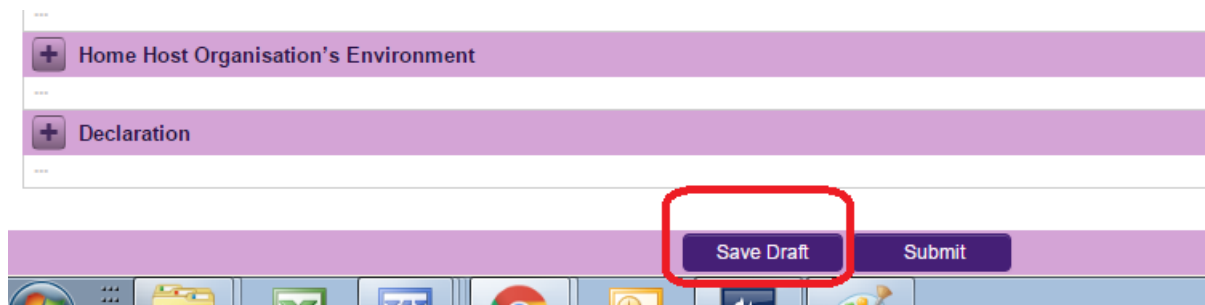
language translation (in PDF only) of the form using the “**Lookup**” button in the same section. Please note that should an English language translation not be provided, the Council will furnish a translation to the International Assessment Board.

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.



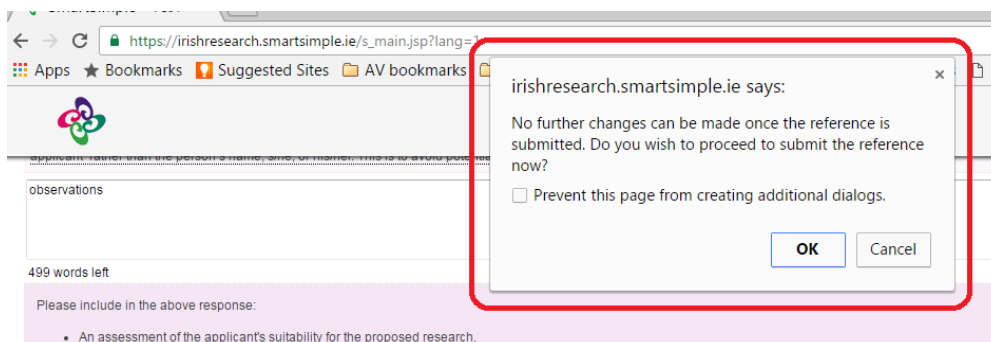
Submitting your form

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’.

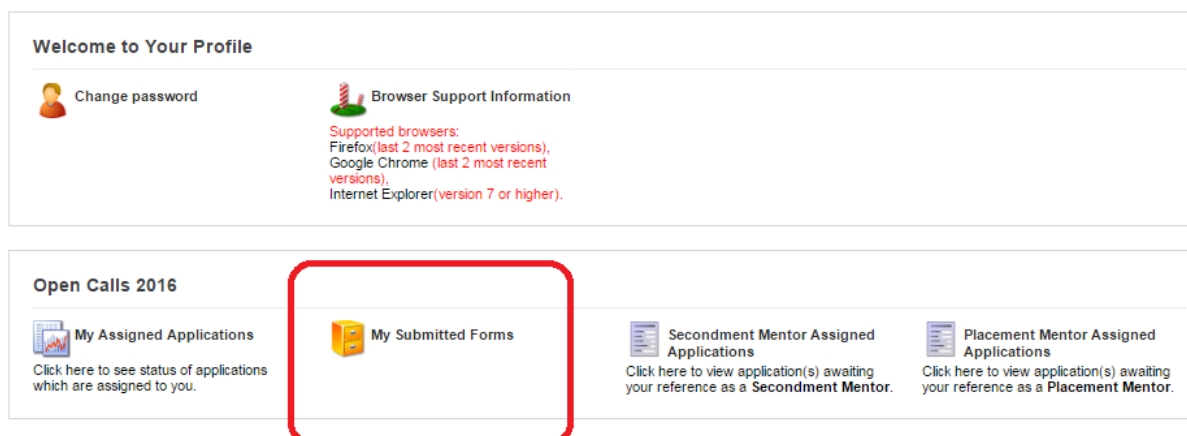
You must click ‘**Submit**’ in order for the application to proceed to the next stage of the application process.

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 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 (Irish time) on 13th September 2018. If your academic mentor form is not received by this deadline, the concerned fellowship application will be incomplete and consequently deemed ineligible for funding.