



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

2019

Guide for Referees

The deadline for submitting your referee 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 referee form.

Please read 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 completing 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 a referee, 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 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.

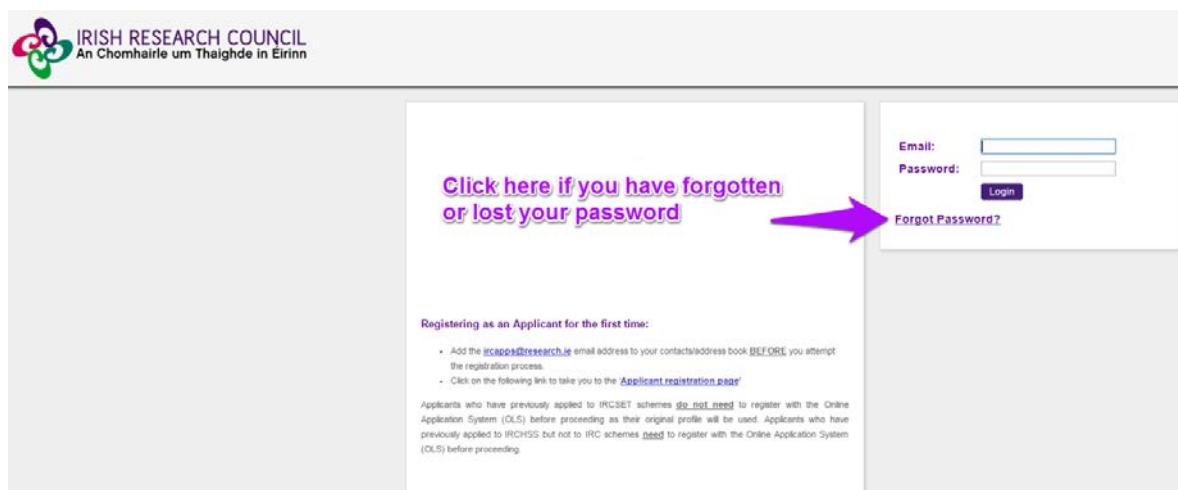
Once you submit your form, it will not be possible to make any amendments.

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 website or directly at <https://irishresearch.smartsimple.ie>

Log on to the OLS using the email address with which you were registered as a referee 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.



Once logged in, the screen below will be displayed. Click on the 'Referee Assigned CAROLINE Applications' icon in order to view any CAROLINE applications awaiting your reference.

Welcome to Your Profile



Browser support information

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



Change password



My Assigned Applications

Click here to see status of applications which are assigned to you.



My submitted forms



Referee Assigned Postdoctoral Applications

Click here to view application(s) awaiting your reference as a Referee.



Referee assigned postgraduate applications



Referee Assigned CAROLINE Applications



Referee instructions

This will bring you to the following screen where you can access your reference form. On clicking 'Edit', the referee form will open in edit mode.

Referee assigned CAROLINE applications						
Project ID	Application Type	Applicant	Project Title	Status	New Reference Form	
CLNE/2017/119	CAROLINE Fellowship			Draft	Edit	

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.

Activity - Referee Form

Referee form: [View Form](#)

* Form in Irish?:

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

Applicant Details

Applicant's Name:

Project ID: CLNE/2017/119

Project Title:

Irish Home Host Organisation: Applicants

Referee Details

Referee First Name: test

Referee Last Name: test

Referee Title: Mrs

* Job Title:

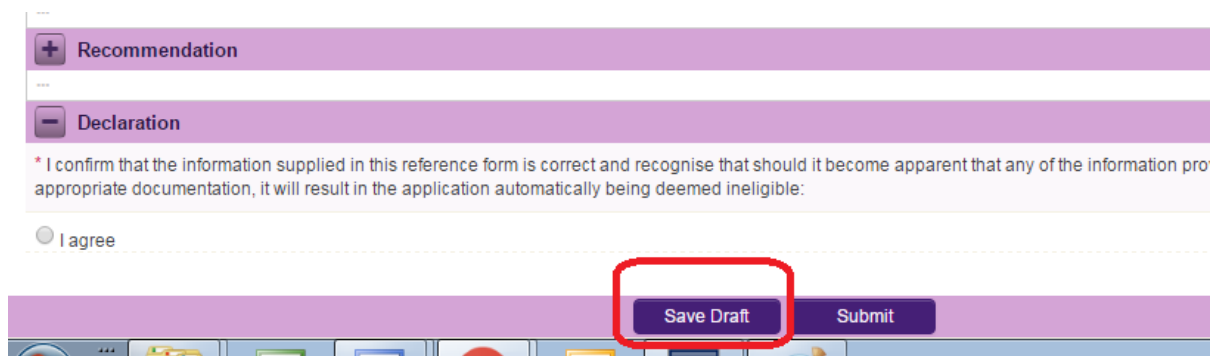
On the top part of the form, please indicate whether the form will be completed in Irish. If you wish to complete the form in Irish, you may also upload your own English language translation (in PDF only) of the form using the “**Lookup**” button in the same section. Please note that should an English 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 two following sections, “Applicant Details” and “Referee Details”, 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.

A screenshot of a web form interface. The form has a purple header bar with a plus sign icon and the text 'Recommendation'. Below this is another purple bar with a minus sign icon and the text 'Declaration'. Underneath the 'Declaration' bar is a text box containing a disclaimer: '* I confirm that the information supplied in this reference form is correct and recognise that should it become apparent that any of the information provided is incorrect or incomplete, and without appropriate documentation, it will result in the application automatically being deemed ineligible:'. Below the text box is a radio button labeled 'I agree'. At the bottom of the form, there are two buttons: 'Save Draft' and 'Submit'. The 'Save Draft' button is highlighted with a red rectangular box.

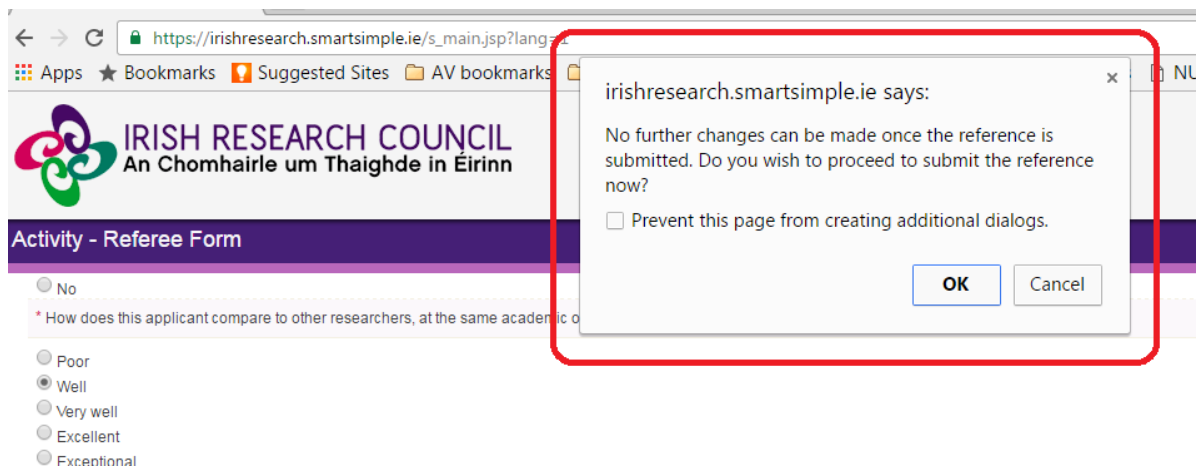
Submitting your form

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:

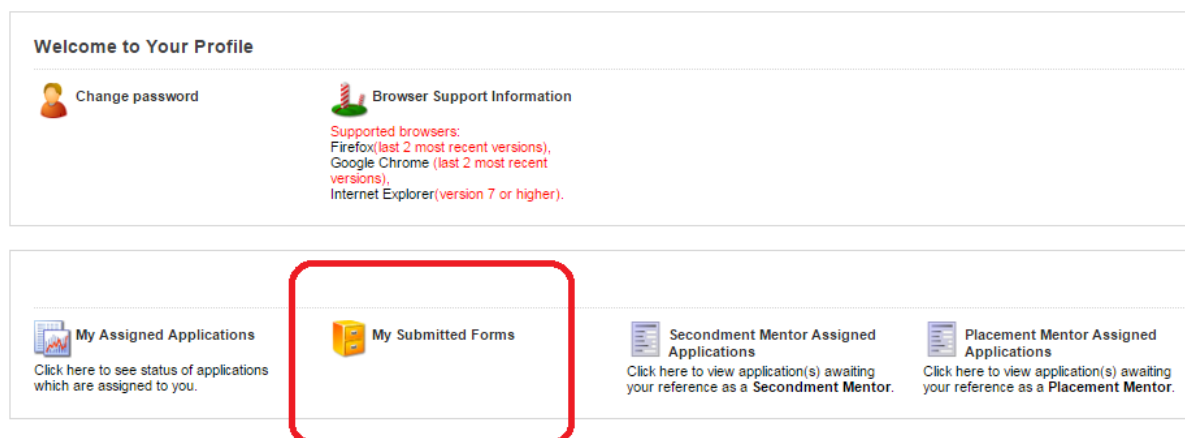


Click 'OK'. When you have done this, the form will be saved and will be submitted to the online system. An on-screen confirmation will be provided:



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 “**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. 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 referee forms exactly at 16:00 (Irish time) on 13th September 2018. If your referee form is not received by this deadline, the concerned fellowship application will be incomplete and consequently deemed ineligible for funding.