



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 Secondment Mentors

The deadline for submitting your secondment 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 secondment 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 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 secondment 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 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.

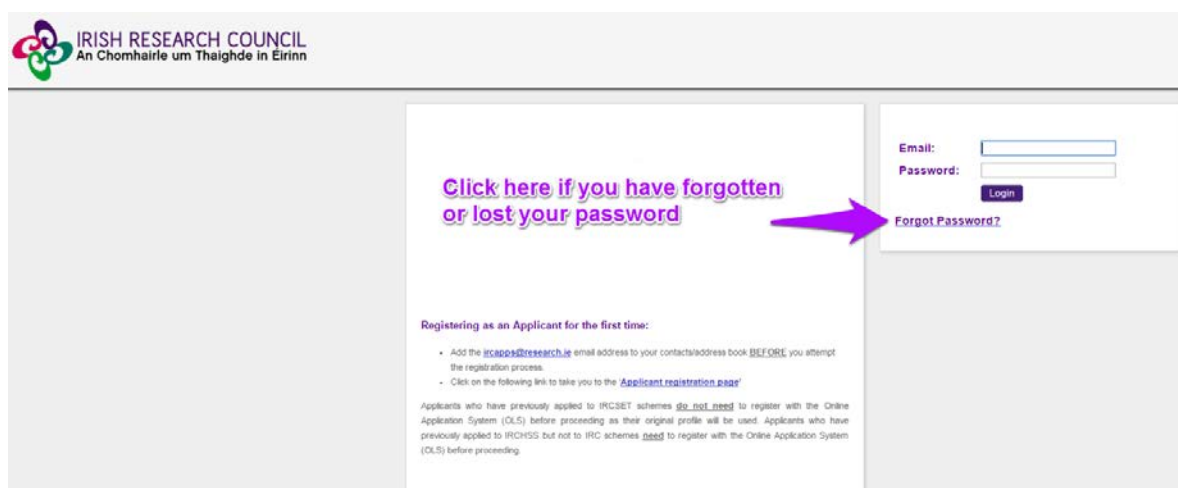
Once you submit your form, it will not be possible to make any amendments.

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 a secondment 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, click on "My Assigned Applications" icon on the home page:

Welcome to Your Profile



Change password



Browser Support Information

Supported browsers:
Firefox (last 2 most recent versions),
Google Chrome (last 2 most recent versions),
Internet Explorer (version 7 or higher).

Open Calls 2019



My Assigned Applications

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



My Submitted Forms



Secondment Mentor Assigned Applications

Click here to view application(s) awaiting your reference as a Secondment Mentor



Placement Mentor Assigned Applications

Click here to view application(s) awaiting your reference as a Placement Mentor

The following screen will appear:

Welcome: Test Secondment

Home | Profile | Recent | L

My Assigned Applications

Project ID	Project Type	Project Title	Role Name
CLNE/2017/166	CAROLINE Fellowship	Fariha testing CAROLINE	Secondment Mentor

Print (PDF)

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

Completing your form

To access your secondment mentor form, click on the "Secondment Mentor Assigned Applications" icon on the home page.

Welcome to Your Profile

Change password

Browser Support Information

Supported browsers:
Firefox (last 2 most recent versions),
Google Chrome (last 2 most recent versions),
Internet Explorer (version 7 or higher).

My Assigned Applications

My Submitted Forms

Secondment Mentor Assigned Applications

Placement Mentor Assigned Applications

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

Welcome: Test Secondment

Home | Profile | Recent | L

CAROLINE Secondment Mentor Forms

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

Edit

On clicking 'Edit', the secondment 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.

Activity - Secondment Mentor Form

Print Preview: [View Form](#)

* Form in Irish?: Yes No

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

- Applicant Details

Applicant Name: Fake Applicant3

Project ID: CLNE/2017/166

Project Title: Fariha testing CAROLINE

Irish Home Host Organisation: Test University

+ Secondment Partner Details

+ Secondment Mentor Details

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 and some of the fields in the “Secondment Partner 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.

Declaration

* I hereby declare that I have read and accept the Secondment Mentor requirements for this scheme as set out in the associated Terms and Conditions [WEBSITE](#).

I Agree

* Do you agree to mentor the applicant and host him/her for the duration of the secondment as proposed in the application should the applicant be selected?

Yes
 No

* An agreement relating to various aspects of the fellowship, including but not limited to conditions of the fellow's secondment, confidentiality, intellectual property or will be agreed with the participating Irish Home Host Organisation and a copy of the agreement will be made available to the Irish Research Council.

I Agree

* I confirm that the information supplied in this Secondment Mentor form is correct

I Agree

Save Draft **Submit**

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:

irishresearch.smartsimple.ie says:

No further changes can be made once the form is submitted. Do you wish to proceed to submit the Secondment Mentor Form now?

OK **Cancel**

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Activity - Secondment Mentor Form

This scheme has received funding from the European Union's Horizon 2020 research and innovation programme under the Marie Skłodowska-Curie grant agreement No 7

Print Preview: **View Form**

* Form in Irish?: Yes
 No

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:

Secondment Mentor Form Submission Successful

Project ID:

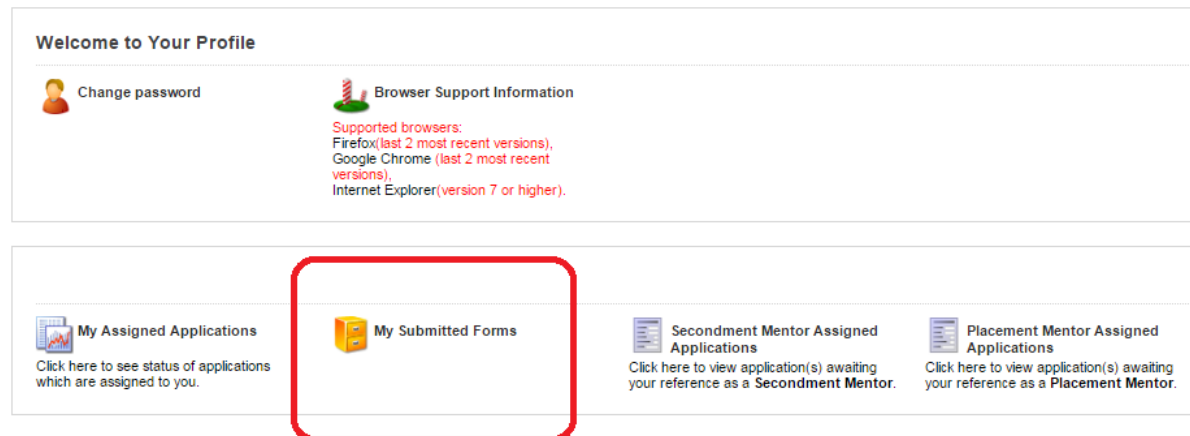
CLNE/2017/166

Project Title:

Fariha testing CAROLINE

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.



The screenshot shows a user profile dashboard with the following elements:

- Welcome to Your Profile** header.
- Change password** (person icon)
- Browser Support Information** (candle icon) with supported browsers: Firefox (last 2 most recent versions), Google Chrome (last 2 most recent versions), and Internet Explorer (version 7 or higher).
- My Assigned Applications** (chart icon) with a link to see status of applications.
- My Submitted Forms** (folder icon) highlighted with a red box.
- Secondment Mentor Assigned Applications** (document icon) with a link to view applications awaiting reference as a Secondment Mentor.
- Placement Mentor Assigned Applications** (document icon) with a link to view applications awaiting reference as a Placement Mentor.

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