



**ENTERPRISE PARTNERSHIP SCHEME  
POSTGRADUATE SCHOLARSHIP**

**2019**

**GUIDE FOR REFEREES  
Including details of the ONLINE APPLICATION SYSTEM (OLS)**

**Important dates**

Call Open	16:00 (Irish time), 25 July 2018
FAQ Deadline	16:00 (Irish time), 22 August 2018
Applicant Deadline	16:00 (Irish time), 5 September 2018
Academic Supervisor / Enterprise Mentor / Referees Deadline	16:00 (Irish time), 12 September 2018
Research Office Endorsement Deadline	16:00 (Irish time), 19 September 2018
Outcome of Scheme	30 November 2018
Scholarship start date	1 March 2019

**Due to heavy server traffic on the closing day of the competition, applicants are strongly advised to submit applications well in advance of the closing day of the competition.**

## About the Guide for Referees

- This guide provides practical information to referees for submitting a reference form for an applicant to the Irish Research Council Enterprise Partnership Scheme Postgraduate Scholarship.
- The Irish Research Council Enterprise Partnership Scheme is governed by the Terms and Conditions and award acceptance form. The content of this guide is for general information purposes only. In the event of a discrepancy arising between this guide and the Terms and Conditions or award acceptance form, the latter documents will prevail.

## Using the online application system

- Before using the system, please clear your cache and download the most recent version of Chrome. The online system is operational using the following browsers:
  - Google Chrome: two most recent versions
  - Microsoft Internet Explorer: version 9.0 and higher
  - Mozilla Firefox: two most recent versions
  - Safari: two most recent versions
- If you have a technical issue regarding use of the online system, please read these guidelines and the FAQ document available on our website. If your issue is not addressed through either of these mechanisms, only then should you email [schemes@research.ie](mailto:schemes@research.ie) with an outline of your technical issue and a screenshot.
- Applicants should not log into their profile or application form in different browsers at the same time. This may cause the system to invalidate your login session and any information you have entered will be lost.
- If you enter information and do not click the 'save' button before navigating away from the page, this information will be lost.
- Please 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 is no issue with your organisation's internal firewall.
- If you have mislaid your password, go to the above URL and select '**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.

### 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).

Email:

Password:

Login

### Forgot password?

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



Request a new password here. Ensure your email inbox accepts mail from [ircapps@research.ie](mailto:ircapps@research.ie)

When you have logged on, the following screen will be displayed:

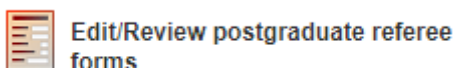
The screenshot shows the user interface for a referee. At the top, the IRISH RESEARCH COUNCIL logo and name are displayed. A header bar contains the text 'Welcome: Fake Referee1' and navigation links 'Home | Profile | Logout'. Below this, a table shows the current programme as 'Laureate Awards' and the deadline as 'Open'. An important note asks for technical queries to be emailed to laureate@research.ie.

The main section is titled 'Welcome to your profile' and contains several menu items: 'Browser support information', 'Change password', 'My assigned applications', 'Create postgraduate referee forms', 'Edit/Review postgraduate referee forms', 'My submitted forms', 'Create postdoctoral referee forms', and 'Referee instructions'. Blue callout boxes with arrows point to these items with the following text:
 

- 'Click here to see all assigned applications.' points to 'My assigned applications'.
- 'See list of assigned applications here.' points to 'My assigned applications'.
- 'Edit created Draft Referee forms here before submitting.' points to 'Edit/Review postgraduate referee forms'.
- 'Click here for Referee instructions.' points to 'Referee instructions'.
- 'Click here for the list of submitted forms.' points to 'My submitted forms'.

### Creating your Referee Form

Click on the icon 'Edit/Review postgraduate referee forms' in order to view any postgraduate applications awaiting your reference. This will bring you to the following screen where you can create your referee report by clicking the 'Create' button.



The screenshot shows a table titled 'Referee Forms'. The table has columns for 'Project ID', 'Application Type', 'Applicant', 'Project Title', 'Reference Form', 'Referee Recommendation', 'Reference Status', and 'Last Modified Date'. A single row is visible with the following data:
 

Project ID	Application Type	Applicant	Project Title	Reference Form	Referee Recommendation	Reference Status	Last Modified Date
EPSPG/2019/399		Fake Applicant2		<a href="#">Edit</a>	<a href="#">Edit Draft Referee forms here</a>		2018-07-09 16:26:51

 A blue callout box with an arrow points to the 'Edit' button in the 'Reference Form' column.

### Editing the Referee Form

On clicking 'Create', the reference form will open in edit mode.

Please review the [Guide for Referees](#) available on our [WEBSITE](#)

1. You have been nominated as a referee for a Postgraduate Scholarship application which is being made to the Irish Research Council.
2. You can complete this reference form by completing the fields below and clicking the **Submit** button at the bottom of the screen.
3. If you don't want to complete the reference right now, you can save a draft by clicking **Save Draft** at the bottom of the screen and return later.
4. You can find out more about Irish Research Council by visiting our [WEBSITE](#).
5. Should you experience any technical issues please contact us by sending an email to [schemes@research.ie](mailto:schemes@research.ie) with details of the issue, the project id and the applicant's name.
6. Please remember that the deadline for submission of this reference form is exactly **16:00 (Irish time) 12 September 2018**, which will have been indicated in the e-mail you received.

Referee form: [View Form](#)

\* Form in Irish?:  Yes  
 No

English translation: [Upload](#) [?](#)

## Applicant Details

Applicant's name: Fake Applicant

Project ID: EPSPG/2019/398

Project title:

Higher education institution: Test University

Note: The screenshot above is just an example of the sections that are required and does not include all the sections that need to be filled out. Please scroll the page to see all questions.

You can then complete your reference. This reference is an essential element of the application. Your data can be saved by clicking on the **'Save Draft'** button at the bottom of the screen. Do not click away to another tab or desktop until information has been saved, as you may lose information otherwise.

[Save Draft](#)

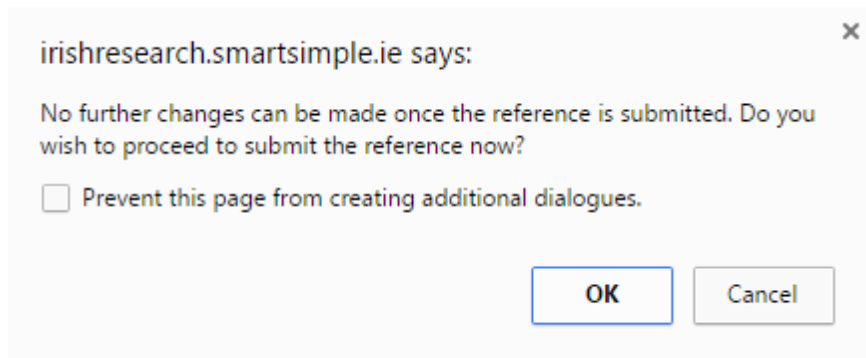
[Submit Application](#)

Before submitting your reference, you can access and edit your form as many times as you wish by logging in and clicking Edit below the chosen application.

[Edit](#)

### Submitting the Referee Form

Once you submit your form, no changes can be made; so, please ensure you are satisfied with all the content of the form before you click 'Submit' and 'OK'.



- To submit the form, you must first open the form by clicking the 'Edit' button below the chosen application, as indicated above. Then select the '**Submit**' button at the bottom of the screen. You must click '**Submit**' in order for the application to proceed to assessment. Once the form has been submitted the following message will appear:



### Submission Successful

Project ID:



Project Title:



- Once submitted, you will be able to view the form in the **My Submitted Forms** section on your home page. However, you will **not** be able to edit it.





## My Submitted Forms

Click here to view all forms you have submitted.

The following list will appear:

My Submitted Forms					
				60	< 1 of 1 >
Project Type	Project ID	Project Title	Form Name	Date Submitted	View Form
1	EPS Postgraduate Application	EPSPG/2017/243 test	Referee Form	27/04/2017	<a href="#">View</a>

 Submitted Referee form will be listed here.

 View submitted Referee forms here

- You will receive an email confirming receipt of your reference.
- The applicant's online profile will be updated to confirm that you have submitted the reference.
- The applicant will not have visibility of any information you have entered at any stage.