



**ENTERPRISE PARTNERSHIP SCHEME
POSTGRADUATE SCHOLARSHIP**

2019

**GUIDE FOR RESEARCH OFFICES
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.

Guide for Research Offices 2019

About the Guide for Research Offices

- This guide provides practical information to research offices for submitting an endorsement for an applicant to the Irish Research Council Enterprise Partnership Scheme.
- 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 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 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 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

Once you log on you will be presented with the following screen:

Welcome to your profile

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

Change password

Administration

Potential CAROLINE Partner Organisations List of organisations registering an interest in hosting a CAROLINE Research Fellow	Registered supervisors View all registered supervisors at Test University	Registered mentors View all registered mentors at Test University
Submitted IRCLA Applications	Register supervisor Register a supervisor at Test University	Register mentor Register a mentor at Test University

View all Draft Applications assigned to your Research Office.

Open calls ↓

View draft applications View applications in draft status at Test University	COALESCE Applications ready for review View applications ready for review and endorsement at Test University	Applications pending endorsement View applications pending endorsement at Test University
Reviewed applications View applications previously reviewed by Test University		

Viewing Draft Application Information

To view the content and other relevant details of all draft applications, please click on the 'View Draft Applications' icon on the home page.

Open calls



View draft applications

View applications in draft status at Test University

You will then be presented with the 'Applications Awaiting Supervisor/Mentor Support' screen:

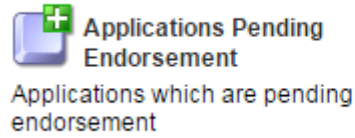
Status	Project ID	Applicant Name	Applicant Email	Number of Referee Forms Submitted	Status of Created Reviews	Supervisor/Mentor Status	Enterprise Mentor Status	Supervisor/Mentor Name	Supervisor/Mentor Email	View
Draft	EPSPD/2019/164	Fake Applicant 1	@gmail.com	0	2 Referees Assigned • e e - Draft • s c s - Draft	Mentor Assigned	Enterprise Mentor Assigned	Fake Academic Supervisor1	@gmail.com	Print (PDF)
Application Received	EPSPG/2019/398	Fake Applicant 1	@gmail.com	0	2 Referees Assigned • lindau - Draft • e e - Draft	Supervisor Assigned Supervisor Form In Preparation	Enterprise Mentor Assigned Enterprise Partner Form in Preparation	Fake Academic Supervisor1	@gmail.com	Print (PDF)

The 'Applications Awaiting Supervisor/Mentor Support' screen will provide you with:

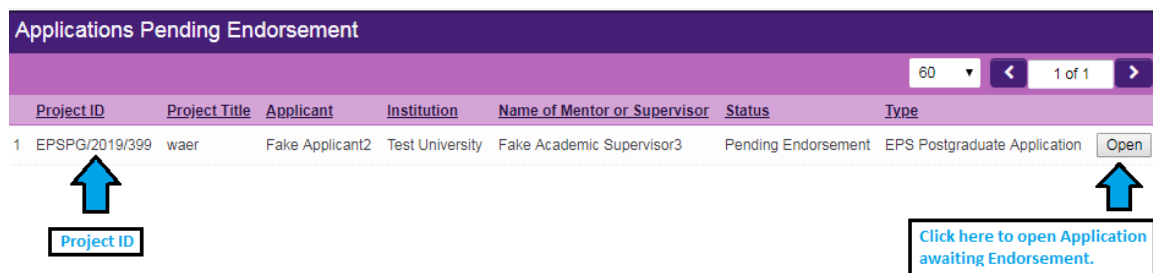
- The status of the application form (i.e. whether it is in draft or whether it has been submitted, i.e. 'Application Received').
- Referee information including the number of referee forms submitted, the number of referees assigned, and the names of those referees that have submitted their form.
- Academic Mentor/Supervisor and Enterprise Mentor information including the Academic Mentor/Supervisor name and email address (now in separate columns so that the information copies into excel in an easier-to-use format).
- The content of the application form: click 'Print (PDF)' to view the application.

Submitting a Research Office Endorsement Decision

Applications awaiting endorsement can be viewed by clicking on this icon:

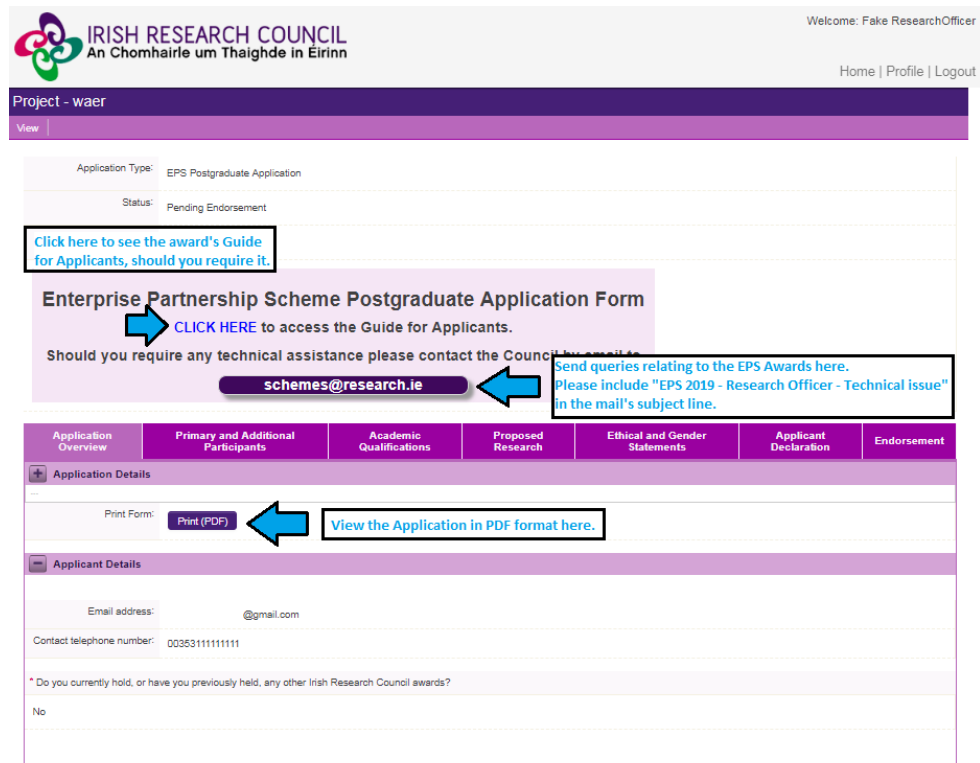


You will then be presented with the following screen:



The screenshot shows a table titled "Applications Pending Endorsement" with a search bar and pagination controls. The table has columns for Project ID, Project Title, Applicant, Institution, Name of Mentor or Supervisor, Status, and Type. A single row is visible with the following data: Project ID: EPSPG/2019/399, Project Title: waer, Applicant: Fake Applicant2, Institution: Test University, Name of Mentor or Supervisor: Fake Academic Supervisor3, Status: Pending Endorsement, Type: EPS Postgraduate Application. There is an "Open" button at the end of the row. Two blue arrows point to the "Project ID" and the "Open" button, with callout boxes containing the text "Project ID" and "Click here to open Application awaiting Endorsement." respectively.

When you click on 'Open Endorsement Form', you will see the following screen:

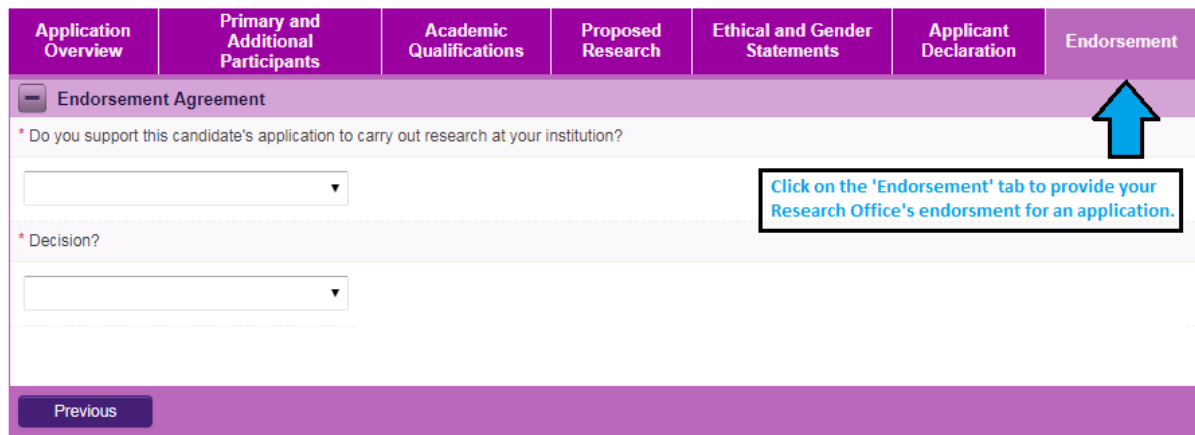


The screenshot shows the "Enterprise Partnership Scheme Postgraduate Application Form" page. At the top, there is a header for the "IRISH RESEARCH COUNCIL" and a welcome message "Welcome: Fake ResearchOfficer". Below the header, there is a navigation bar with "Home | Profile | Logout". The main content area shows the application details, including "Application Type: EPS Postgraduate Application" and "Status: Pending Endorsement". There are several callout boxes with blue arrows pointing to specific elements: "Click here to see the award's Guide for Applicants, should you require it." points to a link; "CLICK HERE to access the Guide for Applicants." points to a button; "Send queries relating to the EPS Awards here. Please include 'EPS 2019 - Research Officer - Technical issue' in the mail's subject line." points to an email address field; "View the Application in PDF format here." points to a "Print (PDF)" button.

Proceed to check all aspects of the application, under each of the Application headings:



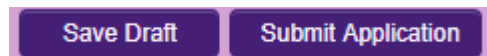
Please click the Endorsement tab to provide an endorsement, or rejection, for an application.



Should you reject the application, you will be asked to provide a reason for rejection.





You can submit the endorsement/rejection by clicking the submit button at the bottom of the screen:



Effects of Submitting the Research Office Endorsement

- The Research Office endorsement will be 'locked' and further edits will no longer be possible.
- You will receive an email confirming receipt of your decision.
- The applicant will receive an email confirming the Research Office decision. If the application has not been endorsed, the reason entered the system by the RO will not be communicated to the applicant.
- You can view the institutional decision status by clicking on the 'Reviewed Applications' icon on the 'Home' screen.

You will then be presented with the following screen that confirms the status of the applications:


Project -	
Application Type:	EPS Postgraduate Application
Status:	Ready for Review   Following Endorsement, Application status is updated to 'Ready for Review'
Applicant:	Fake Applicant2

Enterprise Partnership Scheme Postgraduate Application Form

[CLICK HERE](#) to access the Guide for Applicants.

Should you require any technical assistance please contact the Council by email to

schemes@research.ie

Research Office Decision	
Decision Submitted:	Endorse
Date Submitted:	11/07/2018  Research Office decision is visible here.
Does Research Office Support candidate?:	Yes