



**ENTERPRISE PARTNERSHIP SCHEME
POSTGRADUATE SCHOLARSHIP**

2019

**GUIDE FOR ACADEMIC SUPERVISORS
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 Supervisors

- This guide provides practical information to supervisors for submitting a reference form for an applicant to the Irish Research Council Enterprise Partnership Scheme Postgraduate Scholarship.
- Supervisors will be able to access their form once the applicant submits their application.
- Supervisors can view the draft and submitted application through the system.
- 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

Logging in

When you log in to the [system](#), the following screen will be displayed:

The dashboard includes a header with program and deadline information, a 'Welcome to your profile' section with links for browser support and password change, and an 'Open Calls 2018' section with various application status links like 'Preview applications in draft status' and 'My submitted forms'.

If the applicant has submitted their application:

Applications may be viewed by clicking on 'Print (PDF)' and the supervisor reference form can be created by clicking on 'Create'. Once a form has been created it should be saved. It can then be updated by clicking on 'Edit'.

The table shows application details with callouts: 'Once a form has been created, it will appear as 'Form Created.'', 'View your assigned application by clicking 'Print (PDF).'', 'Create a supervisor form by clicking 'Create.', and 'Edit your created forms by clicking 'Edit.''. The table columns include Application Type, Applicant, Project Title, Grant Status, View Application, New Supervisor Form, Supervisor Reference Form, Supervisor Supported, Form Status, and Last Modified Date.

Creating your Supervisor Form

Once you click on 'Create', the supervisor form will appear. Please complete this as instructed:

The screenshot shows a web interface for creating a supervisor form. At the top right, it says "Welcome: Fake Academic Supervisor1" and "Home | Profile | Logout". Below this is a purple "Activity" header. The main content area shows the "Owner" as "Fake Academic Supervisor1". A text box contains instructions: "Please refer to the Guide for Supervisors available on our website." followed by a numbered list of four steps. A callout box points to the first step with the text: "Go to the Award's webpage, www.research.ie/funding/eps-postgrad/, to find the Guide for Supervisors." Below the instructions are two buttons: "Print (PDF)" and "View Form". A callout box points to the "Print (PDF)" button with the text: "View the Application here (in PDF format)". Below these buttons is a form section with two rows: "* Form in Irish?" with radio buttons for "Yes" and "No" (where "No" is selected), and "English translation:" with a file upload icon and a help icon. A callout box points to the "Form in Irish?" section with the text: "Fill out all required fields (indicate with an asterix [*])". At the bottom is a purple "Applicant Details" section with fields for "Applicant name: Fake Applicant 1", "Project title: Hum & drum", "Project ID: EPSPG/2019/398", "Primary area:", and "Discipline:".

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. Your form 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.

Save Draft

Submit Application

Editing the Supervisor form

Once you have created and saved a draft of your form, you can log out and back in as many times as you wish prior to the deadline and edit the form by clicking on **Edit**. You can then complete your form.

Submitting the Supervisor 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, open the draft form and check you are satisfied with the information you have inputted. If satisfied, click the **Submit** button at the bottom right of the screen:

The following message will appear:

irishresearch.smartsimple.ie says

No further changes can be made once the reference is submitted. Do you wish to proceed to submit the reference now ?



If you are happy with the content of the form, **click OK**. Once submitted, the following message will appear:



Submission Successful

Project ID:



Project Title:



You will also 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.



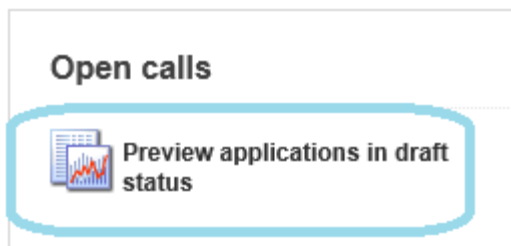
My Submitted Forms

Click here to view all forms you have submitted.

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

If the application is in draft:

You will not be able to provide your supervisor form until the applicant has submitted their application. However, you can preview the application details by clicking on the 'Preview Applications in Draft Status' icon on the home page.



To view applications assigned to you click on 'Supervisor assigned applications' and the following page will appear:

Welcome: Fake Academic Supervisor2
Home | Profile | Logout

My Assigned Applications in Draft

Project ID	Application Type	Applicant	Project Title	Grant Status	My Association with Project	Preview Project
EPSFD/2019/164	EPS Postdoctoral Application	Fake Applicant 1	Lorem ipsum Lorem ipsum Lorem ipsum Lorem ipsum Lorem ipsum Lorem ipsum Lorem ipsum Lorem ipsum Lorem ipsum Lorem ipsum	Application Received	Mentor in Ireland	Print (PDF)
EPSFG/2019/298	EPS Postgraduate Application	Fake Applicant 1	Hum & drum	Draft	Supervisor	Print (PDF)

The system automatically closes on the deadline. It is not possible to submit references after the deadline.