



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

2018

Guide for Placement Mentors

The deadline for submitting placement mentor forms is exactly:

16:00 (GMT), 19th October 2017

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 placement mentor form.

Please read this document carefully prior to completing the form.

Before you start

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 placement 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>

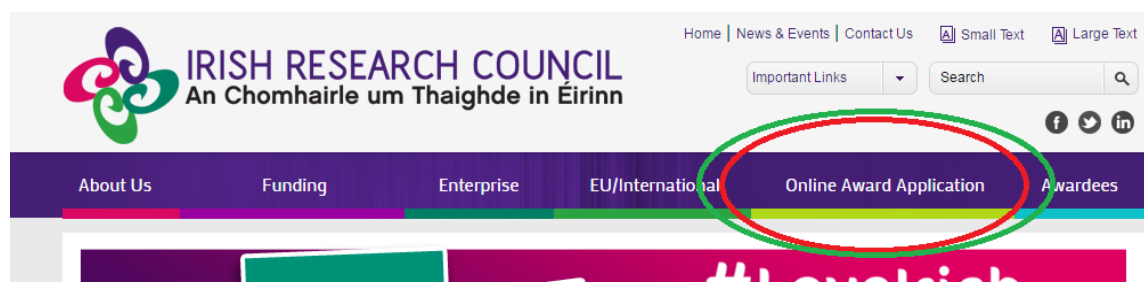
You can access your form as many times as you wish before you submit it. Make sure to save the information you have entered using the '**Save Draft**' button at the bottom of the form each time. Please do not use the "back" button in your browser and do not click to another tab or desktop until information has been saved, as you may lose information.

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

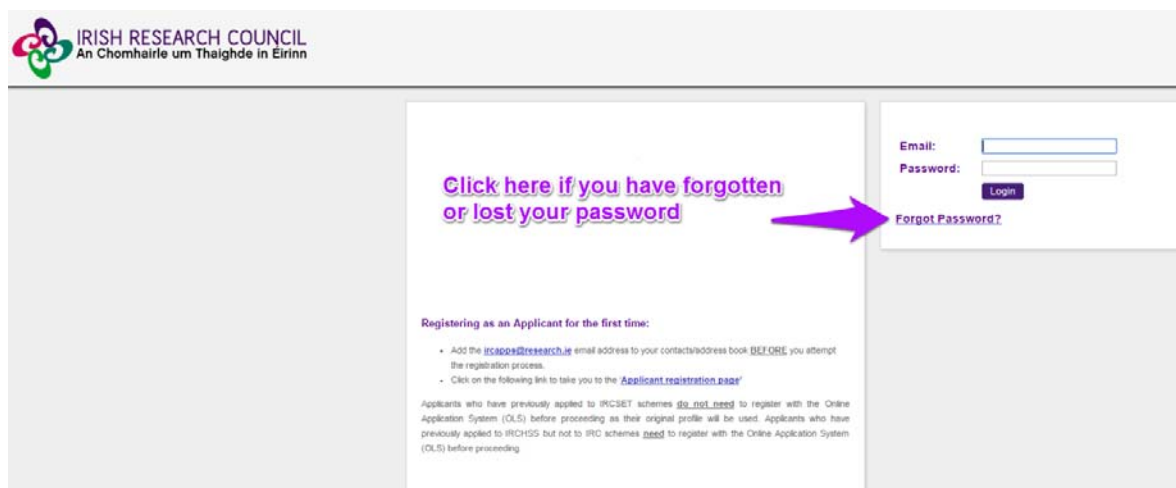
The applicant will not have visibility of any information you have entered into your form at any stage.

Logging on to the system

The online application system (OLS) can be accessed from the Council's webpage as indicated below, or directly at <https://irishresearch.smartsimple.ie>



Log on to the OLS using the email address with which you were registered as a placement 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:

Funding Schemes	Applicant Deadlines	Referee / Academic Mentor / Secondment Mentor / Placement Mentor Deadlines
CAROLINE Fellowship	16:00 (Ireland time) Wednesday 30th November 2016	16:00 (Ireland time) Wednesday 7th December 2016

IMPORTANT: Should you have any technical queries or require technical assistance on the CAROLINE Fellowship, please send an email to

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 2016

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:



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

Completing your form

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

Funding Schemes	Applicant Deadlines	Referee / Academic Mentor / Secondment Mentor / Placement Mentor Deadlines
CAROLINE Fellowship	16:00 (Ireland time) Wednesday 30th November 2016	16:00 (Ireland time) Wednesday 7th December 2016

IMPORTANT: Should you have any technical queries or require technical assistance on the CAROLINE Fellowship, please send an email to

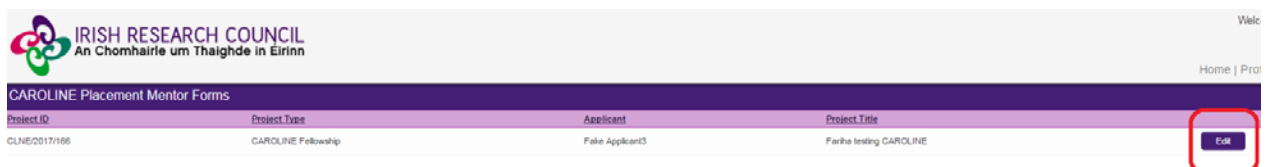
Welcome to Your Profile

- Change password
- Browser Support Information
Supported browsers:
Firefox (last 2 most recent versions),
Google Chrome (last 2 most recent versions),
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Open Calls 2016

- 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**.

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



On clicking 'Edit', the placement 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.

The screenshot shows the 'Activity - Placement Mentor Form' interface. At the top, there is a purple header with the title 'Activity - Placement Mentor Form'. Below the header, a light purple banner contains the text: 'This project has received funding from the European Union's Horizon 2020 research and innovation program'. The main content area is divided into sections by purple headers. The first section is 'Applicant Details', which includes fields for Applicant Name (Fake Applicant3), Project ID (CLNE/2017/166), Project Title (Fariha testing CAROLINE), and Irish Home Host Organisation (Test University). The second section is 'Placement Partner Details', which includes fields for Placement Partner Organisation Name (Test Placement1), Type of organisation, Legal form of organisation, Is the organisation a registered company (No), Is the organisation a registered charity (No), Sector, and Principal Activity. A note below this section asks: '* How long has the Company / Organisation been operating in Ireland/abroad (as appropriate)?'. The third section is 'Placement Mentor Details'. At the top of the form, there is a red box highlighting the 'Print Preview:' section, which contains a 'View Form' button, a '* Form in Irish?:' dropdown menu, and an 'English Translation:' section with a 'Lookup...' button.

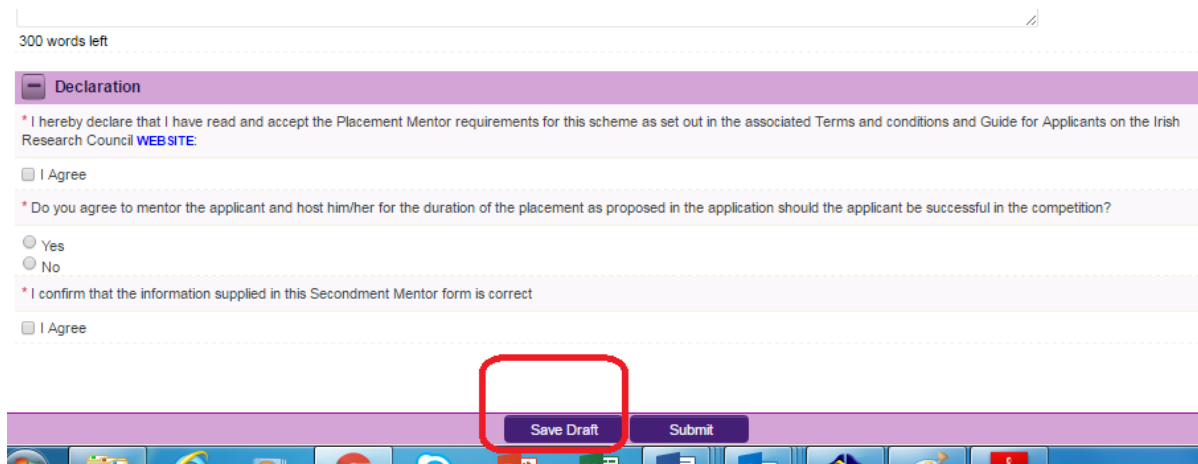
On the top part of the form, please indicate whether the form will be completed in Irish. If you wish to complete the form in Irish, you may also upload your own English language translation (in PDF only) of the form using the “**Lookup**” button in the same section. Please note that should an English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



300 words left

Declaration

* I hereby declare that I have read and accept the Placement Mentor requirements for this scheme as set out in the associated Terms and conditions and Guide for Applicants on the Irish Research Council [WEBSITE](#).

I Agree

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

Yes
 No

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

I Agree

Save Draft **Submit**

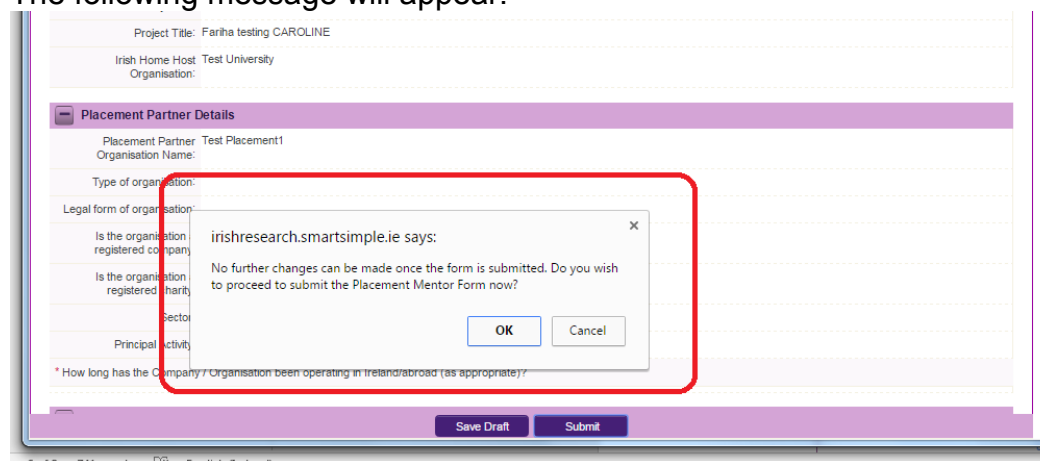
Submitting your form

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:



Project Title: Fariha testing CAROLINE

Irish Home Host: Test University
Organisation:

Placement Partner Details

Placement Partner: Test Placement1
Organisation Name:

Type of organisation:

Legal form of organisation:

Is the organisation registered company:

Is the organisation registered charity:

Sector:

Principal activity:

* How long has the Company / Organisation been operating in Ireland/broad (as appropriate):

irishresearch.smartsimple.ie says:
No further changes can be made once the form is submitted. Do you wish to proceed to submit the Placement Mentor Form now?

OK **Cancel**

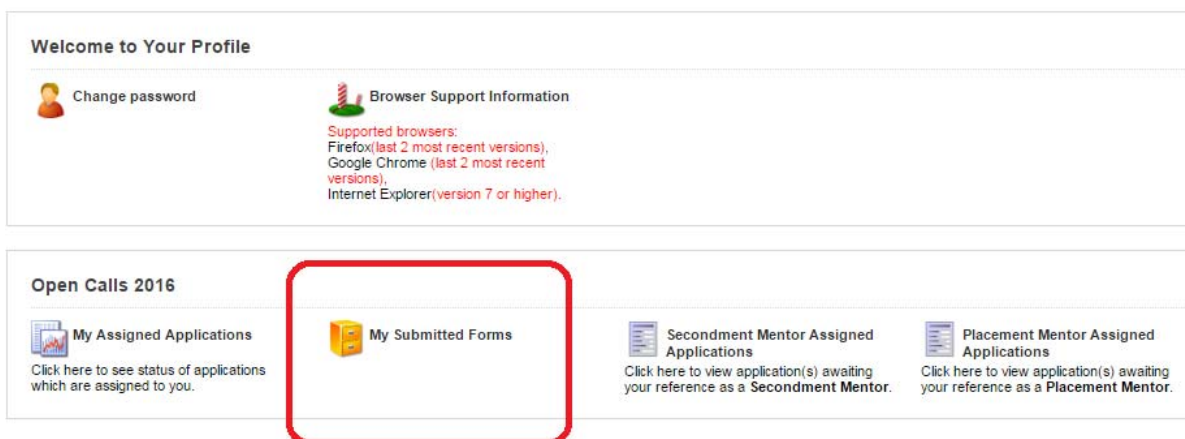
Save Draft **Submit**

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 placement mentor forms at exactly 16:00 (GMT) on 19th October 2017. If your placement mentor form is not received by this



deadline, the concerned fellowship application will be incomplete and consequently deemed ineligible for funding.