



IRISH RESEARCH COUNCIL COLLABORATIVE RESEARCH  
FELLOWSHIPS FOR A RESPONSIVE AND INNOVATIVE EUROPE  
'CAROLINE' – CO-FUNDED BY MARIE SKŁODOWSKA-CURIE ACTIONS

2018

## Guide for Secondment Mentors

**The deadline for submitting your secondment mentor form is exactly:**

**16:00 (GMT), 19<sup>th</sup> 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 secondment 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](mailto: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>

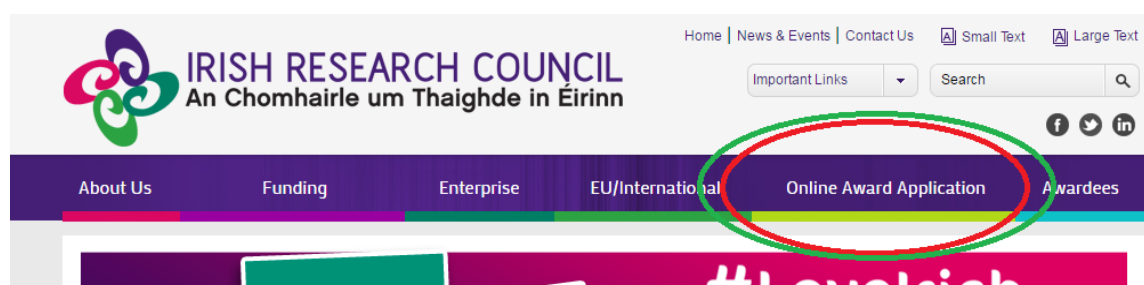
You can access your form as many times as you wish before you submit it. Make sure to save the information you have entered using the **'Save Draft'** button at the bottom of the form each time. Please do not use the "back" button in your browser and do not click to another tab or desktop until information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

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

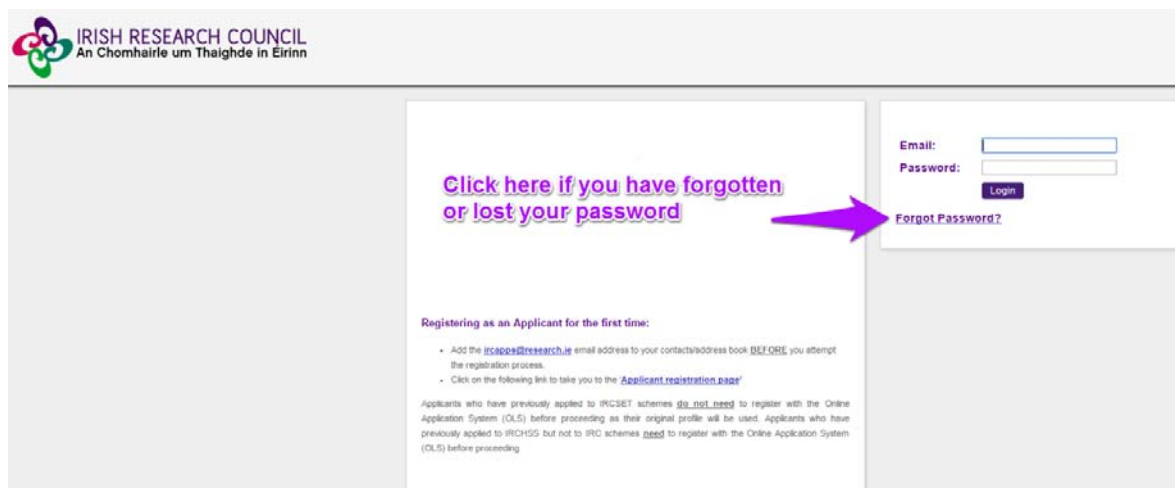
The applicant will not have visibility of any information you have entered into your form at any stage.

## **Logging on to the system**

The online application system (OLS) can be accessed from the Council's webpage 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 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:

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 2018**

**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:

The screenshot shows the top navigation bar with the IRISH RESEARCH COUNCIL logo and the text 'An Chomhairle um Thaighde in Éirinn'. The user is logged in as 'Test Secondment'. Below the navigation bar is a table titled 'My Assigned Applications' with the following data:

Project ID	Project Type	Project Title	Role Name
CLNE2017/166	CAROLINE Fellowship	Fariha testing CAROLINE	Secondment Mentor

A red box highlights the 'Print (PDF)' button located to the right of the table row.

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.

The screenshot shows the 'Open Calls 2016' section. It contains four icons with the following text:

- My Assigned Applications**: Click here to see status of applications which are assigned to you.
- My Submitted Forms**: (Icon of a folder)
- Secondment Mentor Assigned Applications**: Click here to view application(s) awaiting your reference as a **Secondment Mentor**. (This icon is highlighted with a red box)
- 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 secondment mentor form by clicking the 'Edit' button.

The screenshot shows the 'CAROLINE Secondment Mentor Forms' table with the following data:

Project ID	Project Type	Applicant	Project Title
CLNE2017/166	CAROLINE Fellowship	Fake Applicant3	Fariha testing CAROLINE

A red box highlights the 'Edit' button located to the right of the table row.

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 successful?

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

## 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?

IRISH RESEARCH COUNCIL  
An Chomhairle um Thaighde in Éirinn

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:

\* 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:

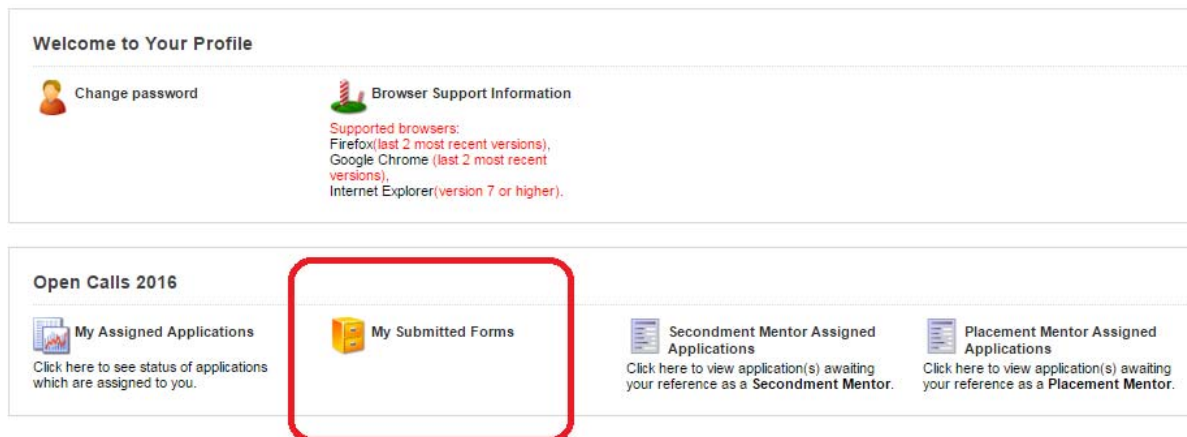
CLNE/2017/166

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 page with the following elements:

- Welcome to Your Profile** section with two options:
  - Change password** (with a person icon)
  - Browser Support Information** (with a browser icon) listing supported browsers: Firefox (last 2 most recent versions), Google Chrome (last 2 most recent versions), and Internet Explorer (version 7 or higher).
- Open Calls 2016** section with four options:
  - My Assigned Applications** (with a document icon): Click here to see status of applications which are assigned to you.
  - My Submitted Forms** (with a folder icon): This option is highlighted with a red rectangular box.
  - Secondment Mentor Assigned Applications** (with a document icon): Click here to view application(s) awaiting your reference as a **Secondment Mentor**.
  - Placement Mentor Assigned Applications** (with a document icon): Click here to view application(s) awaiting your 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](mailto: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 19<sup>th</sup> October 2017. If your secondment mentor form is not received by this deadline, the concerned fellowship application will be incomplete and consequently deemed ineligible for funding.