

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

2018 (Call 2)

**Guide on using the Online Application System
(OLS)**

4th July 2017

**PLEASE READ THIS DOCUMENT CAREFULLY BEFORE YOU
REGISTER AS AN APPLICANT TO THE COMPETITION**

Important dates

FAQ Deadline	16:00 (GMT) 28 th September 2017
Applicant Deadline	16:00 (GMT) 12 th October 2017
Academic Mentor/Referees Deadline	16:00 (GMT) 19 th October 2017
Research Office Endorsement Deadline	16:00 (GMT) 26 th October 2017
"Time of recruitment"	15 th February 2018
Outcome of Scheme	End of February 2018
Deadline for submission of signed agreements between home host organisation and main partner organisation	30 th April 2018
Fellowships start date	1 st June 2018

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.

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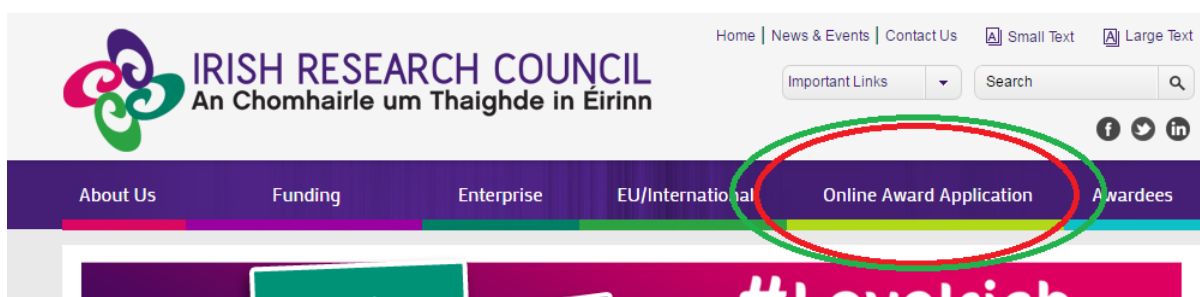
1. PURPOSE OF THE GUIDE

This guide provides practical information to applicants on using the online application system (OLS). Guidance on preparing an application and information about the evaluation criteria and the assessment process is provided in a separate Guide for Applicants available on the [Council's website](#). CAROLINE fellowships are governed by the particular Terms and Conditions underlying the fellowship, and the Award Acceptance Form.

The Council reserves the right to revise this Guide.

2. TECHNICAL REQUIREMENTS AND RECOMMENDATIONS

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



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 before you attempt the registration process.

3. REGISTERING AS AN APPLICANT FOR THE FIRST TIME

Applicants who have previously applied to IRC or IRCSET schemes do not need to register with the Online Application System (OLS) before proceeding as their original profile will be used. Applicants who have previously applied to IRCHSS but not to IRC schemes need to register with the Online Application System (OLS) before proceeding.

The OLS login page includes a link to applicant's registration page:

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Registering as an Applicant for the first time:

1. Add the ircapps@research.ie email address to your contacts/address book 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 OLS will identify them.

Browser Support Information

Supported browsers: [Firefox](#) (last 2 most recent versions), [Chrome](#) (last 2 most recent versions), [Internet Explorer](#) (version 9 or higher), [Safari](#) (last 2 most recent versions).

Email:

Password:

Forgot Password?

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

Alternatively, use the following link to register for the first time:
https://irishresearch.smartsimple.ie/s_signup.jsp?token=XVtQC1oGYFpfRxNZXxVSSIBSZklyGHY%3D

Please fill in the form as prompted and submit.

A confirmation email with the subject 'Irish Research Council, applicant registration' will automatically be sent to the email address you have provided. This email confirms that you have successfully registered for the online system and will issue you with a username and password.

If you do not receive this email, please check your spam folder and ensure that the ircapps@research.ie email address is on your 'safe senders' list. If you are using an institutional or work email account, you may need to check with your IT department to ensure there is no issue with your organisation's internal firewall.

Once you have received your username and password, you should access the online system [here](#) using the login details provided.

If you have lost or forgotten your password, navigate to the OLS and click '**Forgot password?**'. A system-generated password will be forwarded to your email address.

If you do not receive this email, please check your spam folder. Please note that it may take up to 15 minutes to receive the email containing your new password.

When you log in, you will be presented with a 'Home' screen which will be similar to the screen snapshot below. The online system allows you to update your profile, apply for funding under an open call, access your submitted applications, and if funded to prepare and submit your progress reports.

Welcome to Your Profile



Supported browsers

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



Change Password



Manage your profile

Update your contact details here

Applications by status



Draft applications



Submitted applications



Closed and archived applications

Open calls



Open calls

Click here to apply for an open call



Applicant guidelines

Supporting documentation for open calls

4. MANAGING YOUR PERSONAL PROFILE DETAILS

Access to your personal profile in the OLS is from the system's home page:

Welcome to Your Profile



Supported browsers

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



Change Password



Manage your profile

Update your contact details here

If you need to navigate to the home page while working on your application, first save any changes that you might have done by clicking 'Save Draft' at the bottom of the form and then click 'Home' on the top right hand corner of the screen as indicated below.

**IRISH RESEARCH COUNCIL**
An Chomhairle um Thaighde in Éirinn

Click here to navigate to the
'Home' page

Welcome: Fake Applicant2

Home | Profile | Logout

Project - Test Postdoctoral Application

View | 1. Primary and Additional Participants | 2. Research Mobility | 3. Academic Qualifications | 4. Proposed Research | 5. Relevant Work Experience | 6. Publications and Other Research Outputs | 7. Ethical / Gender Statement | 8. Financial Justification | 9. Applicant Declaration | Admin Section

* Irish Research Body:

Project Details

Application Type: Postdoctoral Fellowship (Government of Ireland) Create Date: 07/10/2014 12:02:00

5. IMPORTANT INFORMATION ABOUT THE OLS

Please note the following:

- **Do not** use the browser 'back' button at any stage as you may lose essential information. Always use buttons and tabs within the OLS to navigate within your application. Using the 'back' button may also result in creating a duplicate application in the OLS.
- You may access and edit a draft application as many times as wished prior to the applicant deadline so long as the application has not been submitted and remains a 'Draft Application'.
- **No alterations can be made to an application once it has been submitted.** Therefore, it is important to check and re-check the application form until you are fully satisfied with all sections of your application before you click 'Submit Application'.
- The CAROLINE application consists of a number of fields that are organised under several tabs, as shown below:

The screenshot displays the Irish Research Council OLS application interface. At the top, the logo and name of the Irish Research Council are shown. Below this, a purple header bar indicates the 'Project -' view. A message states that the project has received funding from the European Union's Horizon 2020 research and innovation programme under the Marie Skłodowska-Curie grant agreement No 713279.


The main content area features a tabbed interface with the following tabs: Project Overview, Primary and Additional Participants, Academic Qualifications, Fellowship Proposal, Relevant Work Experience, Publications & Other Research Outputs, Personal, Ethical and Sex / Gender Statements, Indicative Budget, and Applicant Declarations. The 'Project Details' tab is currently active, showing a form with the following fields:

Project Overview	Primary and Additional Participants	Academic Qualifications	Fellowship Proposal	Relevant Work Experience	Publications & Other Research Outputs	Personal, Ethical and Sex / Gender Statements	Indicative Budget	Applicant Declarations
Project Details								
Application type: CAROLINE Fellowship				Create date: 18/10/2016 10:04:00				
Status: Draft				Last modified: 18/10/2016 03:43:08				
Project ID: CLNE/2017/116				Application deadline: 2016-11-30 16:00:00 Ireland time				
* Higher education institution: Test University Lookup...				Autosave Enabled: Autosave Enabled				
* Project title: <input type="text"/>								
* Select the fellowship type for which you are applying: <input type="text"/>								
Print Form: Print (PDF)								
* Application in Irish: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No								

- Fields on individual tabs are organized in sections. For the ease of navigation within individual tabs, the content of sections can be collapsed and expanded using the '−' and '+' sign, as shown on the following screen snapshot.

Project Overview	Primary and Additional Participants	Academic Qualifications	Fellowship Proposal	Relevant Work Experience	Publications & Other Research Outputs	Personal, Ethical and Sex / Gender Statements	Indicative Budget	Applicant Declarations
<div>Project Details</div> <div> <div>Application type: CAROLINE Fellowship</div> <div>Create date: 18/10/2016 10:04:00</div> <div>Status: Draft</div> <div>Last modified: 19/10/2016 10:32:23</div> <div>Project ID: CLNE/2017/116</div> <div>Application deadline: 2016-11-30 16:00:00 Ireland time</div> <div> <div>* Higher education institution: Test University</div> <div>Lookup...</div> </div> <div>Autosave Enabled: Autosave Enabled</div> <div>* Project title: </div> <div>* Select the fellowship type for which you are applying: </div> <div>Print Form: Print (PDF)</div> <div> <div>* Application in Irish: <input type="checkbox"/> Yes</div> <div><input type="checkbox"/> No</div> </div> </div> <div>Applicant Details</div> <div>English language competency</div>								

- Make sure you save your draft before moving to another tab. If you **do not save** changes before navigating to another tab, the information will be lost.
- The OLS has two modes, '**Edit**' and '**View**'. To switch between '**Edit**' and '**View**' mode, click on the '**View**' button located on the top left of the 'Application Start' screen:



IRISH RESEARCH COUNCIL
An Chomhairle um Thaighde in Éirinn

Project -

View

Switching between 'Edit' and 'View' mode

This project has received funding from the European Union's Horizon 2020 research and innovation programme under the Marie Skłodowska-Curie grant agreement No 713279

Project Overview	Primary and Additional Participants	Academic Qualifications	Fellowship Proposal	Relevant Work Experience	Publications & Other Research Outputs	Personal, Ethical and Sex / Gender Statements	Indicative Budget	Applicant Declarations
<div>Project Details</div> <div> <div>Application type: CAROLINE Fellowship</div> <div>Create date: 18/10/2016 10:04:00</div> <div>Status: Draft</div> <div>Last modified: 18/10/2016 03:43:08</div> <div>Project ID: CLNE/2017/116</div> <div>Application deadline: 2016-11-30 16:00:00 Ireland time</div> </div>								

- When you create a new application, the system will default to '**Edit**' mode allowing you to input information into your application form and to save it by using the '**Save Draft**' button at the bottom of the screen.
- Most of the information is to be entered as text directly into the online application form; please note that the OLS accepts plain text only. Some of the questions will ask you to upload material in pdf format. The OLS supports pdf format only for uploaded material and files cannot be password protected.
- It is critical that email addresses that you enter into the OLS when you add your referees, secondment mentor and participant mentor(s) to your application are correct. Should an incorrect participant email address be saved in the OLS, the concerned participant will not receive login details for the OLS/invitation to submit their form and will not be able to complete their online form. This would result in a fellowship application being deemed ineligible due to a missing participant statement. Please ensure all email addresses are correct **prior** to


submission. Once an application is submitted, **no alterations** (including amendments of email addresses of participants) are possible.


- A number of fields are mandatory and the OLS will perform a check at the time of submission. If such a field is not populated, the system will display an error message and it will not be possible to submit the application until all fields that are specified as mandatory are populated. It is important to note that not all fields that hold important information as relevant to a given fellowship application are enforced as mandatory by the system. Applicants therefore need to review and check their application carefully before they submit it to ensure that all fields relevant to their fellowship application are populated.
- All participants (including referees, secondment mentors and placement mentors) **must** complete their forms through the OLS. The Council will not be responsible for ensuring that participant online forms are submitted on time. It is the responsibility of the **applicant** to ensure that their mentors and referees submit the relevant forms through the OLS by the deadline of exactly 16:00 (GMT) 19th October 2017.


6. CREATING A NEW APPLICATION

Within your home page, click on 'Open calls'.


Welcome to Your Profile


**Browser support information**
Supported browsers:
Firefox(2 most recent versions),
Chrome (2 most recent versions),
Internet Explorer(version 9 or higher),
Safari(2 most recent versions).

**Manage your profile**
Update your contact details here

**Change password**

Open Calls 2016

**Draft applications**

**Open calls**
Click here to apply for an open call

You will be presented with a screen with a list of open calls, similar to the screen snapshot below:

IRISH RESEARCH COUNCIL An Chomhairle um Thaighde in Eirinn					
Active Programmes - Open Calls					
Programme Name	Call Status	Applicant Submission Deadline Date	Participants Submission Deadline Date	Research Body Submission Deadline Date	
Government of Ireland Postgraduate Scholarship	Open	02/11/2016 16:00	09/11/2016 16:00	16/11/2016 16:00	Begin Eligibility Quiz
Research Projects	Open	28/10/2016 16:00		04/11/2016 16:00	You have already created an # Please click your Draft Applica
Research for Policy and Society	Open	28/10/2016 16:00		04/11/2016 16:00	You have already created an # Please click your Draft Applica
CAROLINE	Open	30/11/2016 16:00	07/12/2016 16:00	14/12/2016 16:00	Apply

Click the 'Apply' button for the appropriate call. Please note that while more than one call might be listed as open for applications in the OLS, applicants might not be allowed to apply to more than one call at the same time. Please consult the terms and conditions of the relevant scheme(s).

At the beginning of the application, select your proposed home host organisation by clicking on the '**Lookup**' button located next to the "Higher education institution" label, or type the name of the institution in the relevant box, as indicated below.

100 words left

* Irish Research Body:

Autosave Enabled:

* Select the fellowship type for which you are applying:

Print Form:

* Application in Irish:

the

Lookup...

Organisation Name	Address	City
The Discovery Programme	63 Merrion Square	Dublin
The National University of Ireland, Galway [NUIG]		
The University of Dublin, Trinity College [TCD]		

Draft Submit Application

Clicking on the “Lookup” button will display a pop-up window which offers an alternative search facility:

Select Organisation

the

60 1 of 1

Organisation Name	City
<input type="radio"/> Dublin City University [DCU]	
<input type="radio"/> Dublin Institute for Advanced Studies	
<input type="radio"/> Dublin Institute of Technology	
<input type="radio"/> Dun Laoghaire Institute of Art, Design, & Technology	

Please note that both types of home host organisations eligible to host CAROLINE fellows, i.e. higher education institutions (HEI) and research performing organisations (RPO), are included in the list from which applicants select their proposed home host organisation.

To assign your proposed home host organisation to your application, select the radio button situated next to the relevant organisation's name.

Next, scroll down to the bottom of the screen and click ‘Save Draft’. At this point, a home host organisation has been assigned to your application and you will be able to assign your academic mentor. It is not possible to assign academic mentors to applications before the institution with which the proposed academic mentor is affiliated is assigned to an application. As each applicant can only submit ONE application under the call, the button to ‘**Apply**’ will no longer be visible on your home page for CAROLINE from this point onwards.


You can continue populating your application, or exit the OLS and return to your application later.


7. POPULATING AND EDITING A DRAFT APPLICATION


Please note that the Word document with indicative application questions available on the Council's website is not used for submitting an actual application; the purpose of the indicative application questions document is to provide applicants with information about the content of the application form, its structure, level of detail etc. that will be required. Where differences exist between the indicative application questions document and the online application form, it is the requirements specified in the online application form in the OLS to which applicants must adhere.

To access your draft application, select the '**Draft Applications**' icon on your '**Home**' page:


Welcome to Your Profile


**Browser support information**
Supported browsers:
Firefox(2 most recent versions),
Chrome (2 most recent versions),
Internet Explorer(version 9 or higher),
Safari(2 most recent versions).

**Manage your profile**
Update your contact details here


**Change password**


Open Calls

**Draft applications**


**Open calls**
[Click here to apply for an open call](#)

Submitted Applications

**Submitted applications**

**Create new annual or final report**

Then click on the 'Edit' button for the relevant call as indicated below.

 IRISH RESEARCH COUNCIL An Chomhairle um Thaighde in Éirinn					Welcome: Test Applicant
Draft Applications					Home Profile
Application Type	Project ID	Project Title	Irish Research Body	Last Modified	Edit Project
Postgraduate (Government of Ireland)	GOIPO/2017/29	Test test test test	Test University	18/10/2016	Edit
CAROLINE Fellowship	CLNE/2017/116		Test University	18/10/2016	Edit
Research for Policy and Society	RFP/2016/46	aaaaaa	Test University	18/09/2016	Edit

This will bring you to your draft application. OLS will be in edit mode which will allow you to add information to your draft application.

Select whether your application is in Irish. You have the option to upload your own English translation. In order to do so you must first select 'Yes', then click 'Save Draft' at the bottom of the screen and then upload your translation in a PDF document. If you

do not wish to submit an English translation, then ignore the upload button that appears after you click 'Save Draft'.

Personal details

Some of the information appearing in the 'Applicant Details' section is populated from the personal profile details entered when the Applicant registered in the system for the first time.

Applicant Details

Name: Ms Fake Applicant2	Email address: ircfakeapplicant2@gmail.com
Contact telephone number: 1234	Contact address: Test Test Test 14 Ireland
Gender: Female	Date of birth: 04/10/1987

The above fields in the **Applicant Details** section are populated based on your personal profile. If you would like to update this section, please click **Save Draft** below and navigate back to the **Home** screen where you can find the **Manage Your Profile** icon.

* ORCID ID:

* What is your nationality, i.e. your passport-issuing country?:

Check the information displayed in this section. If some of the details are incorrect, please update the relevant details in your profile.

Adding and changing your academic mentor

IMPORTANT: The OLS includes a number of participant roles as it is used to support applications for a number of Council's schemes. **CAROLINE applicants must assign their academic mentor as 'Academic Mentor' in the OLS.** It is critical that this role is selected. If you select any other participant role, your academic mentor will complete and submit an incorrect form. This would result in your application being incomplete and consequently ineligible.

Note that academic mentors in your home host organisations need to be pre-registered on the OLS through their organisation's Research Office before they can be added to your application.

Academic mentors in Ireland who are already registered in the system for the purposes of other Council's postdoctoral schemes do not have to be re-registered for the purposes of CAROLINE. Note that prospective academic mentors who are registered as **supervisors** for the purposes of the Council's **postgraduate schemes** need to be registered separately as academic mentors.

Before you attempt to assign an academic mentor to your application, check that you have assigned a home host institution (under the 'Project Details' tab) following the instructions provided above.

Adding an academic mentor to your application

To add your proposed academic mentor to your application, navigate to the "Participants" section at the bottom of the application form. Please note that this section

can be accessed from all tabs of the application form.

Academic mentors registered in the OLS can be added by clicking “**Lookup**” on the ‘Participants’ section.

Firstly, navigate to the “Select Role” box and click on “Academic Mentor”.

The screenshot shows the 'Participants' section of the application form. A red box highlights the 'Select Role' dropdown menu, which is open and shows a list of roles. 'Academic Mentor' is the first option in the list. The list of roles includes: Academic Mentor, EPS Company Finance Officer, Mentor in Ireland, Panel Member S1, Panel Member S2, Remote Peer Reviewer Invited S1, Remote Peer Reviewer Invited S2, and Supervisor.

Make sure that this is the role that is displayed in the relevant box, as illustrated on the screen snapshot below:

The screenshot shows the 'Participants' section of the application form. A red box highlights the 'Academic Mentor' role selected in the dropdown menu. The dropdown menu is open and shows 'Academic Mentor' as the selected role.

Secondly, proceed to locating and assigning your proposed academic mentor to your application. It is very important that you assign only a participant who is registered in the system with the role of “Mentor in Ireland”, as shown on the screen snapshot below. Some participants can be registered only with the role of “Supervisor” (relevant to postgraduate scholarship applications) but not with the role of “Mentor in Ireland”.

To make sure that you assign an academic mentor to your application who does have the correct role of “Mentor in Ireland” in their profile, please access the list of roles by clicking at the “Roles” button as highlighted below, and ensure that the only box that is ticked in the list of roles below is that next to “Mentor in Ireland” (also highlighted below).

The screenshot shows the 'Select Users' section of the application form. A red box highlights the 'Roles' dropdown menu, which is open and shows a list of roles. 'Mentor In Ireland' is the selected role. The list of roles includes: All, Mentor In Ireland, Registered Assessor, and Supervisor.

Because the system is used to support various tasks related to several Council schemes at any point in time, it is technically possible to assign participants with other

roles to one's application. If however you assign a participant who does not have the role of "Mentor in Ireland" in their profile, such participant will not have access to the academic mentor's form in their portal.

Once you locate the name of your proposed academic mentor in the list, select the relevant tick box as indicated below, and click "OK":

Select Users

mentor x Q 60 < 1 c

<input type="checkbox"/>	Suffix	First Name	Last Name	Company
<input type="checkbox"/>		CV	MentorTest	Test University
<input type="checkbox"/>		Fake	Leo Mentor	Test University
<input type="checkbox"/>		Fake	Mentor in Ireland	Test University
<input checked="" type="checkbox"/>		Mentor	Tester	Test University
<input type="checkbox"/>		Test	Mentor in Ireland (formerly NUIM)	Test University
<input type="checkbox"/>		Test	Mentor in Ireland (SS)	Test University

Selected Users

OK Clear

Check that the name of your proposed mentor appears in the relevant box and that "Academic Mentor" appears in the box next to 'Lookup'. To complete assigning of your proposed academic mentor to your application, click 'Add' as highlighted below.

to save the application.

Mentor Tester, Lookup... Academic Mentor Add

#	Contact	Email	Phone	Role
No records found				

Save your draft application. The selected academic mentor is now added to your application.

The OLS will now display the academic mentor's name and contact details in the 'Participants' section as shown below. **Please check that your academic mentor has been added correctly with the role of 'Academic Mentor'.**

Participants

Lookup... Academic Mentor Add

#	Contact	Email	Phone	Role
1.	Mentor Tester			Academic Mentor

Partner Organisation(s)

If you cannot find your proposed academic mentor's name in the list of mentors in your

proposed home host institution, please contact your proposed academic mentor and ask him/her to contact their HEI/RPO Research Office, who will facilitate the mentor's registration in the OLS.

Once your academic mentor has been added to the application s/he will receive an email notification to inform her/him that s/he has been added to your application as an academic mentor. Also, from this point onwards, your academic mentor can log in to the system and view your draft application. Academic mentors have read-only access to your application in the OLS.

It is recommended to check the academic mentor's email address at this point, to ensure that you have selected the correct person from the list (e.g. there may be two or more registered mentors with the same name in the same home host organisation) and also to ensure that the correct email address has been registered in the system. **If an incorrect email address is being displayed, your academic mentor will not receive the automatic email with the necessary details to log in and complete their form, so it is essential to check that the details are correct.**

If your academic mentor's email address appears to be incorrect, contact the Research Office in your proposed home host organisation to verify the email address. If the mentor in question has been registered with the incorrect email address, then the Research Office should contact the Council to amend the mentor's registered details in the OLS before you re-select them in your application form.

Changing the academic mentor assigned to your application

If you want to change your academic mentor, navigate to the 'Participants' section of the application form. Select the check box beside the mentor's name, click the 'remove' button which will become available on the screen and click 'save draft'.

The screenshot shows the 'Participants' section of an application form. At the top, there is a search bar with a 'Lookup...' button, a dropdown menu set to 'Academic Mentor', and an 'Add' button. Below this is a table with the following columns: '#', 'Contact', 'Email', 'Phone', and 'Role'. The first row of the table contains the text '1. Mentor Tester' under the 'Contact' column and 'Academic Mentor' under the 'Role' column. To the left of the first row, there is a red box containing a checked checkbox and a 'Remove' button. Below the table, there is a section for 'Partner Organisation(s)'.

The academic mentor will then be removed and you can add an alternative as per the instructions above.

If you remove an academic mentor from your application, they will not be automatically notified. It is the applicant's responsibility to notify the academic mentor that they are no longer assigned to an application.

Adding and changing a main partner organisation

Adding a main partner organisation is similar to adding an academic mentor. Main partner organisations must be pre-registered in the OLS. This registration is done by the relevant organisation after the applicant initiates a request for registration through the OLS, as outlined below.

Note: NGOs/IOs included in the list of prospective partner organisations interested in participating in the scheme which is provided on the Council's website are not automatically registered in the OLS; a separate registration form needs to be completed for this purpose. If your proposed main partner organisation has enquiries regarding their registration or need assistance, please advise them to contact caroline@research.ie.

Adding main partner organisation already registered in the OLS

Navigate to the 'Partner Organisation' section at the bottom of the screen. Note that this section can be accessed from any tab of the application form.

Select **"Main Partner Organisation"** in the list of organisation types next to "Lookup" button as highlighted below. It is important that the correct organisation type, "Caroline Partner Organisation" is selected, as highlighted below.



Partner Organisation(s)

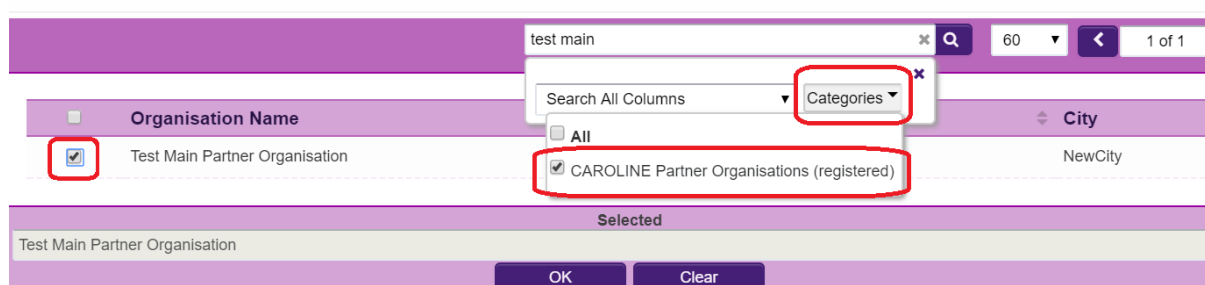
View: System Default

Lookup... Main Partner Organisation Add

Organisation	Phone	Address	City	Role
No records found				

Click "Lookup" and select the relevant organisation from the list. It is important that in the list of "Categories" of organisations, the only category selected is "CAROLINE Partner Organisations (registered)" as shown on the screen snapshot below. If you assign to your application an organisation that is not registered for CAROLINE, your application might be deemed ineligible.

Select Organisation



test main

Search All Columns Categories

Test Main Partner Organisation

Selected

Test Main Partner Organisation

OK Clear

Locate the organisation using either the search functionality or browsing the list. Select your main partner organisation by clicking the relevant tick box as highlighted above, then click 'OK'.

Check that the name of the correct organisation and “Main Partner Organisation” are displayed in the relevant fields as shown below:

The screenshot shows the 'Partner Organisation(s)' form. At the top, there is a 'View: System Default' dropdown. Below it, there is a search bar containing 'Test Main Partner Organisation' and a 'Lookup...' button. To the right of the search bar is a dropdown menu showing 'Main Partner Organisation' and an 'Add' button. The 'Add' button is highlighted with a red box. Below the search bar is a table with columns: Organisation, Phone, Address, City, and Role. The table is currently empty, with the text 'No records found' below it.

Click on ‘Add’ to assign the selected organisation as main partner organisation to your application. Check that your main partner organisation has been added to your application correctly:

The screenshot shows the 'Partner Organisation(s)' form after the organisation has been added. The 'Add' button is still highlighted. The table now contains one record: 'Test Main Partner Organisation' in the 'Organisation' column, 'New address' in the 'Address' column, 'NewCity' in the 'City' column, and 'Main Partner Organisation' in the 'Role' column. The 'Main Partner Organisation' role is highlighted with a red box.

Requesting registration of a partner organisation in OLS

If your proposed main partner organisation does not appear in the list of CAROLINE partner organisations registered in the OLS, you will need to request their registration via the OLS. A link to the registration form is also available from the scheme website; it is however recommended that applicants invite their proposed partner organisations to register via the online system to ensure that organisations use the correct form for their registration.

Navigate to the ‘Primary and Additional Participants’ tab of the application form and go to the section “Main Partner Organisation”. Click on the button “Invite to Register” to send a request to your proposed main partner organisation, as illustrated below:

The screenshot shows a section titled 'How to add a new Main Partner Organisation to the system:'. It contains two numbered steps. Step 1 says: '1. If the Main Partner Organisation is not registered in the system you can request them to register by clicking on the button below:'. Below this text is a button labeled 'Invite to Register', which is highlighted with a red box. Step 2 says: '2. Once your organisation registers you will have to associate the Main Partner Organisation with your application by following the instructions above.'

The system will request basic information about the proposed main partner organisation and a contact person in a pop-up window. Once you complete and submit the relevant form by clicking “Send Invite” as indicated below, the system will send a message to the email address provided and the organisation’s representative will be able to register the organisation in the OLS.

Invite a new organisation to register

Please use the fields below to enter details of the organisation which you wish to invite to register on our system. Once you have entered the details click the 'Send Invite' button below to send your invitation.

* Organisation Name

* Contact Full Name

* Contact Email

Send Invite

You will then need to await registration of the organisation in the online system before you can add it to your application as your main partner organisation, following the steps outlined in the previous section.

To change your main partner organisation, select the box next to the organisation's name and click 'Remove'.

Partner Organisation(s)

View: System Default

Lookup...

Main Partner Organisation

Add

<input type="checkbox"/>	Organisation	Phone	Address	City	Role
<input checked="" type="checkbox"/>	Test Main Partner Organisation		New address	NewCity	Main Partner Organisation

Remove

Save Draft

Submit Application

After the main partner organisation is removed from your application, you can assign a new one.

Adding and changing a placement partner organisation

If you intend to undertake a placement, you need to indicate so in the application form in the 'Placement partner organisation' section, as shown below. After you answer "yes" to the relevant question, the OLS enables additional fields in this section and allows you to add a placement partner organisation. Note that a justification of a proposed placement is mandatory.

Placement partner organisation

* Do you propose to undertake an optional placement during your fellowship?

☒ Yes

☐ No

Provide justification for the proposed optional placement. Indicate the purpose and the proposed duration, and how significantly the proposed optional placement will benefit the fellowship. Include information about relevant training opportunities or research environment available at the proposed placement partner organisation.

500 words left

Please refer to the Terms and Conditions for a definition of Placement Partner Organisation.

How to add an existing Placement Partner Organisation to the system:

1. Scroll to the **Partner Organisations** section at the bottom of this page.
2. You can select a pre-registered PlacementPartner Organisation using the following steps:

To add or change a placement partner organisation, please follow steps outlined above for adding and changing the main partner organisation. The only difference is that you will need to select the relevant organisation type, i.e. 'Placement Partner Organisation'.

Applicants for the International fellowship can apply for a second placement, which is to be specified in the 'Placement partner organisation 2' section. Please note that the option of a second placement is **not** available under Irish fellowships. Important: the online system does not perform an automated check of eligibility for a second placement.

Adding and changing a secondment mentor in the OLS

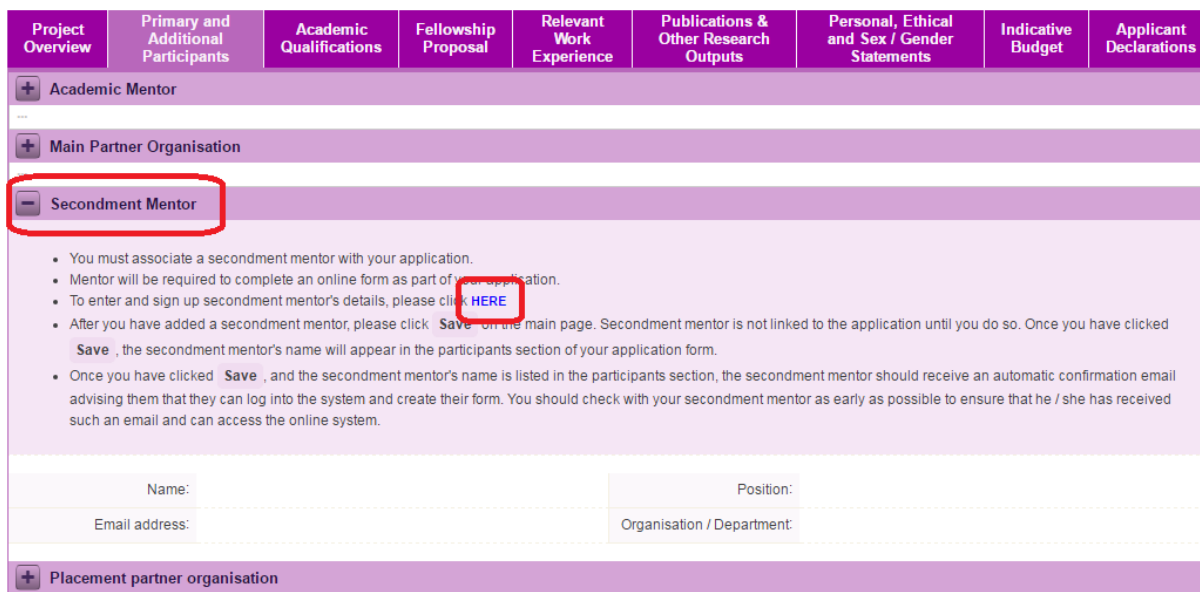
Secondment mentors do not need to be pre-registered in the OLS. The proposed main partner organisation with which the secondment mentor is affiliated however must be registered in the OLS before applicants can add the secondment mentor to their application.

Applicants enter the name and contact details of their secondment mentor directly into the application form. The OLS will use the email address supplied by the applicant and provide the secondment mentor with login details to access the OLS as soon as the applicant has saved the relevant details to the application on the OLS. Secondment mentors will be able to start populating their form once they are assigned to an application.

If an incorrect email address is provided, then the secondment mentor will not receive the automatic email with the necessary login details to complete their form, so it is essential that you provide the correct details. Applicants should confirm with their secondment mentor that the mentor received the email notification from the OLS.

Adding a secondment mentor to your application

To add a secondment mentor, navigate to the 'Primary and Additional Participants' tab and open the 'Secondment Mentor' section. Follow instructions provided on the screen.



The screenshot shows a navigation bar with tabs: Project Overview, Primary and Additional Participants, Academic Qualifications, Fellowship Proposal, Relevant Work Experience, Publications & Other Research Outputs, Personal, Ethical and Sex / Gender Statements, Indicative Budget, and Applicant Declarations. Below the tabs, there are three main sections: Academic Mentor, Main Partner Organisation, and Secondment Mentor. The 'Secondment Mentor' section is highlighted with a red box. It contains a list of instructions and a form to add a secondment mentor.

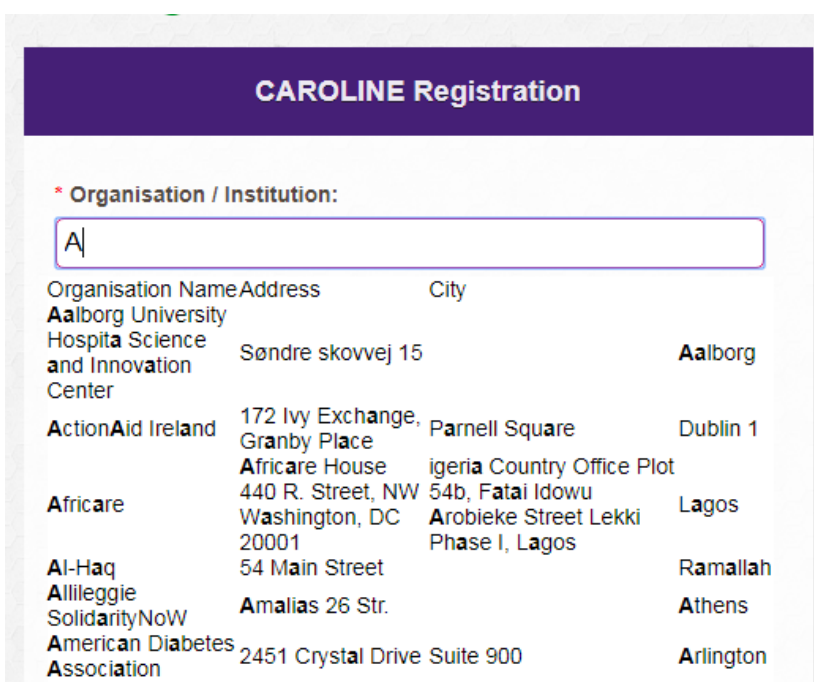
- You must associate a secondment mentor with your application.
- Mentor will be required to complete an online form as part of your application.
- To enter and sign up secondment mentor's details, please click [HERE](#).
- After you have added a secondment mentor, please click 'Save' on the main page. Secondment mentor is not linked to the application until you do so. Once you have clicked 'Save', the secondment mentor's name will appear in the participants section of your application form.
- Once you have clicked 'Save', and the secondment mentor's name is listed in the participants section, the secondment mentor should receive an automatic confirmation email advising them that they can log into the system and create their form. You should check with your secondment mentor as early as possible to ensure that he / she has received such an email and can access the online system.

Below the instructions, there is a form with the following fields:

Name:	Position:
Email address:	Organisation / Department:

At the bottom, there is a section for 'Placement partner organisation'.

In the "Organisation / Institution" field, you will add the name of the organisation with which the secondment mentor is affiliated. Note that you will only be able to add the name of an organisation that is already registered in the system; the form does not accept free text. Start typing the name of your main partner organisation and a drop-down list of organisations that match the string that you entered will appear:



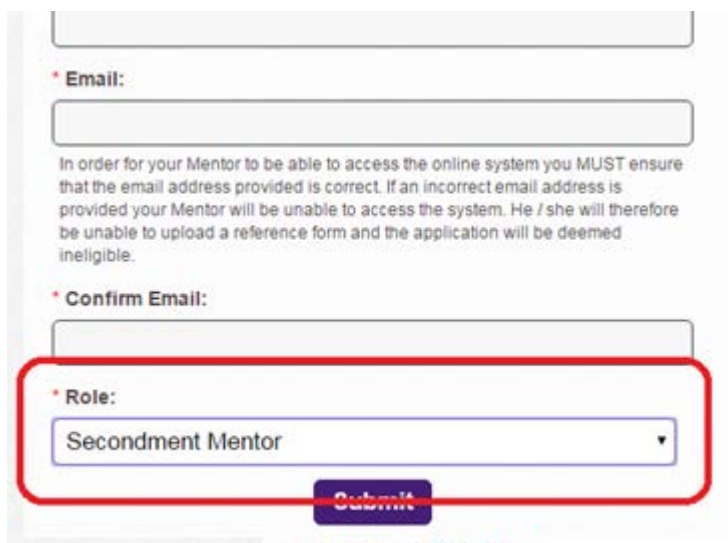
The screenshot shows the 'CAROLINE Registration' form. The 'Organisation / Institution' field is highlighted with a red box. Below the field, a list of organisations is displayed, each with its name, address, and city.

Organisation Name	Address	City
Aalborg University Hospital Science and Innovation Center	Søndre skovvej 15	Aalborg
ActionAid Ireland	172 Ivy Exchange, Granby Place	Parnell Square Dublin 1
Africare	Africare House 440 R. Street, NW Washington, DC 20001	igeria Country Office Plot 54b, Fatai Idowu Arobieke Street Lekki Phase I, Lagos
Al-Haq	54 Main Street	Ramallah
Allileggie	Amalias 26 Str.	Athens
American Diabetes Association	2451 Crystal Drive Suite 900	Arlington

Finish typing the name of the organisation or click on the relevant item in the list.

Complete the remaining fields on the form.

Make sure that you select “Secondment Mentor” in the dropdown list provided for the participant’s role, as highlighted below:



* Email:

In order for your Mentor to be able to access the online system you MUST ensure that the email address provided is correct. If an incorrect email address is provided your Mentor will be unable to access the system. He / she will therefore be unable to upload a reference form and the application will be deemed ineligible.

* Confirm Email:

* Role:

Secondment Mentor

Submit

Your secondment mentor will then be added to your application and will be listed in the ‘Participants’ section:

Participants				
Lookup...		Academic Mentor	Add	
#	Contact	Email	Phone	Role
1.	Mentor Tester			Academic Mentor
2.	First SecondmentMentor			Secondment Mentor
Partner Organisation(s)				

Once your secondment mentor has been added to the application, s/he can log in to the system (using login details provided in the automated email notification) and start populating his/her form.

Changing the secondment mentor assigned to your application

If you wish to change the secondment mentor assigned to your application, you will need to remove the secondment mentor from your application as outlined above in instructions pertaining to changing an academic mentor in the OLS. After you remove the secondment mentor from your application, you can assign a new secondment mentor following instructions above.

Please note that if you remove a secondment mentor from your application, they will not be automatically notified. It is the applicant’s responsibility to notify the secondment mentor that they are no longer assigned to an application.

Adding and changing a placement mentor in the OLS

Navigate to the 'Placement mentor' or 'Placement mentor 2' section on the 'Primary and Additional Participants' tab. Please note that this section will only appear after you indicate that you wish apply for a placement.

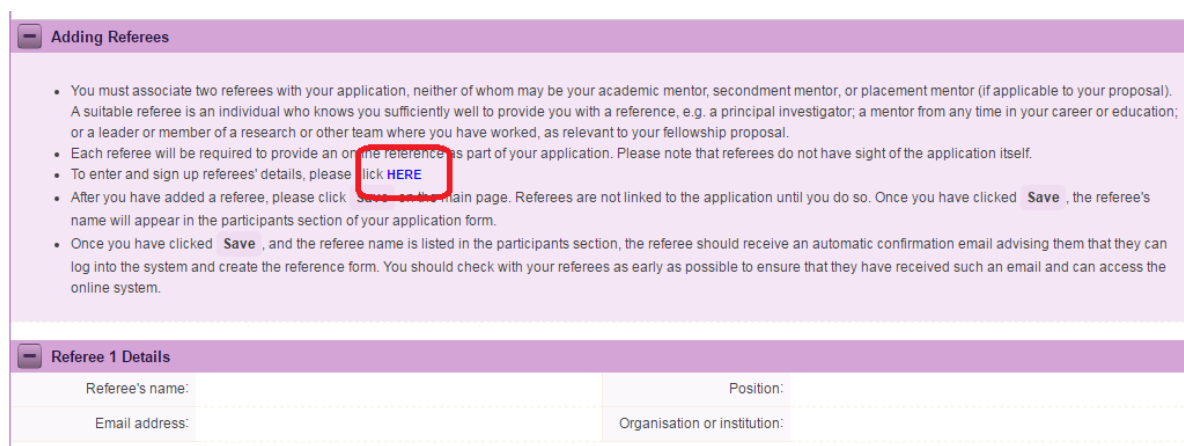
To add and change a placement mentor, please follow instructions provided above for adding/changing a secondment mentor; the same rules and steps apply to placement mentors on the OLS. The only difference when adding a placement mentor is that you need to select a different 'Role' when you are completing the registration form; select "Placement Mentor 1" or "Placement Mentor 2" as applicable.

Adding and changing referees in the OLS

Applicants enter the name and contact details of their two referees directly into the application form, as is the case for secondment and placement mentors. The OLS will use the email addresses supplied by the applicant and provide the referees with login details to access the OLS as soon as the applicant has saved the relevant details to the application on the OLS.

If an incorrect email address is provided, then the referee will not receive the automatic email with the necessary login details to complete their reference, so it is essential that you provide the correct details. Applicants should confirm with their referees that the referees received the email notification from the OLS.

To add your referees, navigate to the 'Adding Referees' section on the 'Primary and Additional Participants' tab. On-screen instructions include a link to a form:



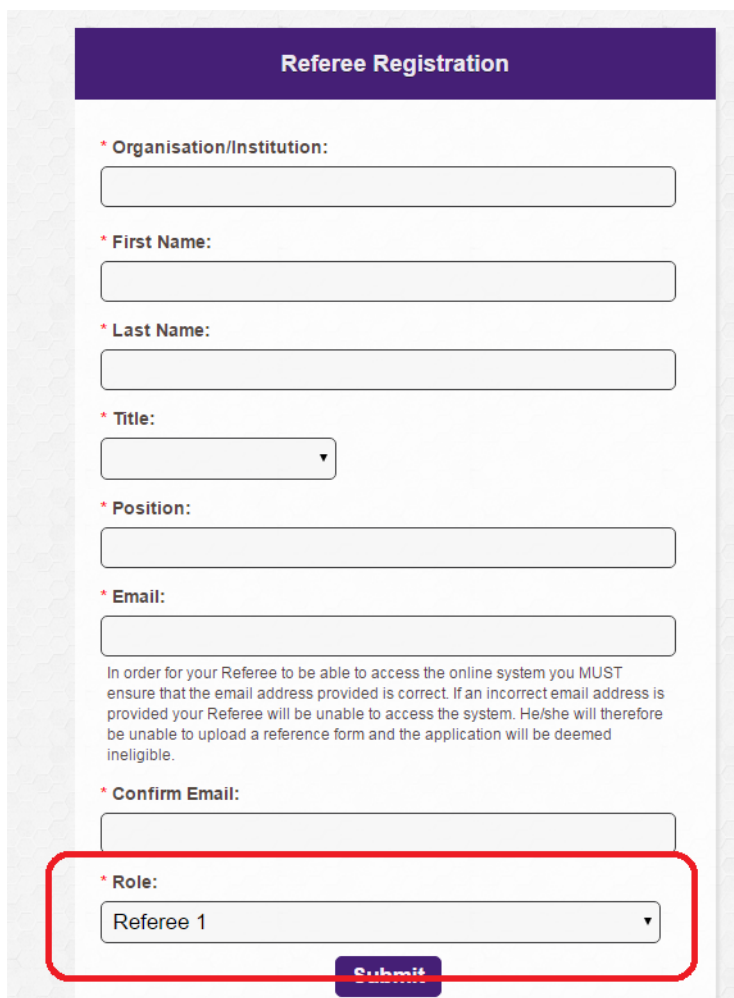
Adding Referees

- You must associate two referees with your application, neither of whom may be your academic mentor, secondment mentor, or placement mentor (if applicable to your proposal). A suitable referee is an individual who knows you sufficiently well to provide you with a reference, e.g. a principal investigator; a mentor from any time in your career or education; or a leader or member of a research or other team where you have worked, as relevant to your fellowship proposal.
- Each referee will be required to provide an online reference as part of your application. Please note that referees do not have sight of the application itself.
- To enter and sign up referees' details, please click [HERE](#)
- After you have added a referee, please click 'Save' on the main page. Referees are not linked to the application until you do so. Once you have clicked 'Save', the referee's name will appear in the participants section of your application form.
- Once you have clicked 'Save', and the referee name is listed in the participants section, the referee should receive an automatic confirmation email advising them that they can log into the system and create the reference form. You should check with your referees as early as possible to ensure that they have received such an email and can access the online system.

Referee 1 Details

Referee's name:	Position:
Email address:	Organisation or institution:

To add a referee, please follow instructions provided above for adding a secondment mentor. The only differences when adding a referee are that the organisation with which the referee is affiliated does not need to be registered in the online system (the form accepts free text for the name of the organisation). For "Role" at the bottom of the registration form, select "Referee 1" or "Referee 2" as applicable, as shown below.

A screenshot of a 'Referee Registration' form. The form has a purple header with the title 'Referee Registration'. Below the header, there are several input fields: 'Organisation/Institution:', 'First Name:', 'Last Name:', 'Title:' (a dropdown menu), 'Position:', 'Email:', and 'Confirm Email:'. A red rectangular box highlights the 'Role:' dropdown menu, which currently shows 'Referee 1'. Below the 'Confirm Email' field, there is a paragraph of text: 'In order for your Referee to be able to access the online system you MUST ensure that the email address provided is correct. If an incorrect email address is provided your Referee will be unable to access the system. He/she will therefore be unable to upload a reference form and the application will be deemed ineligible.' At the bottom of the form, there is a purple 'Submit' button.

Referee Registration

* Organisation/Institution:

* First Name:

* Last Name:

* Title:

* Position:

* Email:

In order for your Referee to be able to access the online system you MUST ensure that the email address provided is correct. If an incorrect email address is provided your Referee will be unable to access the system. He/she will therefore be unable to upload a reference form and the application will be deemed ineligible.

* Confirm Email:

* Role:

Referee 1

Submit

Once your referee has been added to the application, s/he can log in to the system (using login details provided in the automated email notification) and start populating his/her form.

To change a referee, please follow the relevant instructions provided above for changing a secondment mentor.

Please note that if you remove a referee from your application, they will not be automatically notified. It is the applicant's responsibility to notify the referee that s/he is no longer assigned to an application.

Printing your application

You can generate a PDF version of your application using the 'Print (PDF)' button available in the 'Project Overview' tab, as shown on the following screen snapshot.

Project Overview	Primary and Additional Participants	Academic Qualifications	Fellowship Proposal	Relevant Work Experience	Publications & Other Research Outputs	Personal, Ethical and Sex / Gender Statements
- Project Details						
Application type: CAROLINE Fellowship				Create date: 18/10/2016 10:04:00		
Status: Draft				Last modified: 19/10/2016 12:33:17		
Project ID: CLNE/2017/116				Application deadline: 2016-11-30 16:00:00 Irel		
* Higher education Institution: <input type="text" value="Test University"/> <input type="button" value="Lookup..."/>				Autosave Enabled: Autosave Enabled		
* Project title: <input type="text"/>						
* Select the fellowship type for which you are applying: <input type="text"/>						
Print Form: <input type="button" value="Print (PDF)"/>						
* Application in Irish: <input type="checkbox"/> Yes				<input type="checkbox"/> No		
+ Applicant Details						

Submitting your application

A '**Submit Application**' button is available at the bottom of each tab.

Applicants need to make sure that they are satisfied with their application before they submit. It is not possible to amend an application after it is submitted.

On submission, the system will verify that certain formal conditions have been met, such as that fields designated as mandatory have been populated or that all participants required for any given application have been assigned. If some of these conditions are not met, for example a mandatory field is empty, the system will not accept the submission. Rejection of an application on submission does not constitute "technical issues" with the online system. The Council will not accept late applications that were rejected by the system before the application deadline if applicants are unable to make the necessary amendments and submit their application on time before the online system closes.

If your application is successful, you will only be offered funding to carry out the project as detailed in the application.

Mentors and referees forms

Once an applicant has submitted his/her application, the OLS generates a number of automated emails to the participants that are nominated in the application.

Academic mentors, secondment mentors, placement mentors and referees must submit their respective forms via the OLS **by 16:00 (GMT) 19th October 2017**. It is the applicant's responsibility to ensure that all participants make their submission on time.

Applicants should note that academic mentors can complete their participant form only after the applicant has submitted the application and the application status has changed from "draft" to "application received".

Referees, secondment mentors and placement mentors can complete their forms once their details have been saved to the application form.

You should check what participant forms have been submitted by clicking on the 'Submitted Applications' icon on the 'Home' screen. If necessary, contact your mentors and/or referees to ensure their forms are submitted before the deadline.

Submitted Applications



Submitted Applications

View your Submissions.

Submissions						
Application Type	Project ID	Status	Project Title	View Application	Referees Status	Supervisor/Mentor Status
1 Postdoctoral Fellowship (Government of Ireland)	GOIPD/2015/574	Application Received	test 25.09.2014	Print (PDF)	2 Referees Assigned • Fake Referee 1 - Draft • Fake Referee 2 - Draft	Mentor Assigned Mentor Form Completed
2 Postdoctoral Fellowship (Government of Ireland)	GOIPD/2015/1	Application Received	2014 09 29 TEST	Print (PDF)	2 Referees Assigned • Fake Referee 1 - Draft	Mentor Assigned Mentor Form Completed
3 Postdoctoral Fellowship (Government of Ireland)	GOIPD/2015/2	Application Received	Testing Testing	Print (PDF)	2 Referees Assigned Fake Referee 1 - Submitted	Mentor Assigned Mentor Form in Preparation

Check here to view the status of the individual Mentor and Referee Forms

Institutional endorsement

The final step in the application process is institutional endorsement. All applications must be endorsed on behalf of the proposed home host organisation by the office of the Vice-President/ Dean of Research / Head of Development as applicable. Only applications that received all participant forms as applicable by the relevant deadline will be available in the OLS to the responsible Research Officer of the proposed home host organisation for institutional endorsement. If an application does not receive institutional endorsement by the relevant deadline or where institutional endorsement is declined, such applications will automatically be deemed ineligible.

Research Officers have read-only access to draft applications assigned to their organisations in the OLS.

After the Research Office completes the institutional endorsement form in the OLS, the system will generate an automated email to the applicant informing them of the outcome of this step.

8. ADDRESSING TECHNICAL DIFFICULTIES WITH THE OLS

Applicants should direct any queries about the scheme and application process to the Research Office in their proposed home host organisation.

However, if you are experiencing a **technical issue** with the OLS, please read this Guide and the FAQ document, both of which are available on our website:

<http://www.research.ie/funding/caroline2-applicantsinfo> .

If the technical issue is not clarified through these documents, only then should you email caroline@research.ie with details of the issues encountered. Please include your **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.