



## **Guide for Enterprise Mentors 2017**

This document is provided to assist you in submitting an Enterprise Mentor's form for applications under the Irish Research Council Enterprise Partnership Scheme Postgraduate Scholarship 2017.

**The deadline for submitting your Enterprise Mentor form is exactly:**

**16:00 (Ireland time), 15<sup>th</sup> June 2017**

The Council will only accept forms submitted to the Online System (OLS), as explained below. Please do not send emails or hard copies of your Enterprise Mentor Form.

**Please read this document carefully prior to completing the form.**

## Logging on to the system

If you experience any problems, please clear the cache in your browser and continue. Please contact [schemes@research.ie](mailto:schemes@research.ie) should you experience any difficulties.

Once an applicant adds you to their application as an Employment 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/s\\_Login.jsp](https://irishresearch.smartsimple.ie/s_Login.jsp)

The online system can only be successfully accessed and supported through the following browsers: [Internet Explorer](#) (version 7 and higher), [FireFox](#) (2 most recent versions), [Google Chrome](#) (2 most recent versions) or [Safari](#) (2 most recent versions).

Ensure that the email address [ircapps@research.ie](mailto: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.

IRISH RESEARCH COUNCIL  
An Chomhairle um Thaighde in Eirinn

**Click here if you have forgotten or lost your password**

Registering as an Applicant for the first time:

- Add the [ircapps@research.ie](mailto:ircapps@research.ie) email address to your contacts/address book **BEFORE** you attempt the registration process.
- Click on the following link to take you to the [Applicant registration page](#)

Applicants who have previously applied to 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.

Email:

Password:

Login

[Forgot Password?](#)

**You will not be able to provide your Enterprise Mentor 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:

<b>Funding scheme:</b>	<b>Referee, mentor and supervisor deadline:</b>
Employment Based Programme 2017	16:00 (Irish time) 23rd February 2017

IMPORTANT: Should you have any technical queries or require technical assistance on the Enterprise Partnership Scheme, please send an email to [schemes@research.ie](mailto:schemes@research.ie).

### Welcome to Your Profile

 **Browser Support Information**

Supported browsers:  
Firefox (last 2 most recent versions),  
Google Chrome (last 2 most recent versions),  
Internet Explorer (version 7 or higher).

 **Change Password**

Click here to change your password

View assigned applications here.



View submitted forms here



View EPS PG assigned applications here.



View EPS PD assigned applications here.



### Open Calls 2017

 **My Assigned Applications**

Click here to see list of projects which are assigned to you.

 **Preview Applications in Draft Status**

Click here to preview applications in **Draft** which are assigned to you.

 **My Submitted Forms**

Click here to view all forms you have submitted.

 **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**.

 **Enterprise Mentor Assigned Postgraduate Applications**

Click here to view application(s) awaiting your reference as a **Enterprise Mentor**.

 **Enterprise Mentor Assigned Postdoctoral Applications**

Click here to view application(s) awaiting your reference as a **Enterprise Mentor**.

The following screen will appear:

Project ID	Application Type	Applicant	Project Title	Grant Status	View Application	New Form	Reference Form	Reference Status	Last Modified Date
EPSPG/2017/209	EPS Postgraduate Application	Rtest Japplicant	Project Test	12197	<a href="#">View Application</a>	<a href="#">Print (PDF)</a> <a href="#">Create</a>			
/2017/408	Employment Based Postgraduate Programme	Fake Applicant3	Test	12197	<a href="#">View Application</a>	<a href="#">Print (PDF)</a> <a href="#">Create</a>			

Click on the 'Print (PDF)' button beside any application to see the application. The status of applications to which you have been assigned is also indicated on this page.

### Creating your Enterprise Mentor Form

When the application has been submitted by the applicant and you have logged on, the following screen will be displayed:

Enterprise Partner Print Form: [View Form](#) **View the application form here.**

\* Form in Irish?:

English Translation: Click Save before adding attachment **Answer Yes/No. If a translation is to be uploaded click 'Yes' and the upload pdf button will appear once you have pressed save.**

**Applicant Details**

Applicant Name: Rtest Japplicant

Project Title: Project Test

**Enterprise Partner Details**

Enterprise Partner Name: Test company

Enterprise Partner Registered Company Number (if applicable): 12345 **Company details are pulled from the company's initial registration as an enterprise partner.**

Company Type: Other

Enterprise Partner Size: Other

Other Company Size:

Enterprise Partner Sector: Other

Other Company Sector:

Principal Activity: test

\* How long has the Company/Organisation been operating in Ireland/abroad (as appropriate)?  **Indicate the relevant duration here.**

**save regularly** [Save Draft](#) [Submit](#)

**Enterprise Partner Host Environment - Facilities and Supports**

\* Please provide details of relevant Company/Organisation work in the research area proposed:

**Continue to provide details in the required fields and save regularly.**



Text area for providing details of relevant Company/Organisation work in the research area proposed. Includes a question mark icon in the top right corner.

300 words left

\* How will collaboration with the Irish Research Body benefit the Company/Organisation:

Text area for describing how collaboration with the Irish Research Body will benefit the Company/Organisation. Includes a question mark icon in the top right corner.

300 words left

\* If the researcher is supported by an Irish Research Council award how will he/she make a specific contribution to the work of your Company/Organisation?

Text area for describing how a researcher supported by an Irish Research Council award will make a specific contribution to the work of the Company/Organisation. Includes a question mark icon in the top right corner.

300 words left

Please provide details of how the researcher will benefit from working with your Company/Organisation on the research as proposed:

Text area for providing details of how the researcher will benefit from working with the Company/Organisation on the research as proposed.

**Irish Research Body Details**

Irish Research Body Name: Test University

\* Do you support the participation of the Irish Research Body/HEI in the Enterprise Partnership Scheme to Supervise/Mentor (as appropriate) the applicant?

**Answer Yes/No here**

\* Please provide details of discussions you have had with the Irish Research Body about the proposed research. Please include details of previous collaborations with the Irish Research Body if any?

HEA Staff Intranet | IRISH RESEARCH COUNCIL | SmartSimple - American | Portishead - Glory Box - | Gmail | Yahoo

Secure | https://irishresearch.smartsimple.ie/s\_main.jsp?lang=1

Apps | PAYE Anytime - 2014 | Imported From Firefox | Imported From IE | Sun Java(TM) System | IRISH RESEARCH COUNCIL | Higher Education Authority | SmartSimple - Irish Research Council | SmartSimple Login | Sign In | SmartSimple - Irish Research Council

Welcome: Enterprise Mentor  
Home | Profile | Logout

**Activity**

299 words left

**Irish Research Body Details**

Irish Research Body Name: Test University

\* Do you support the participation of the Irish Research Body/HEI in the Enterprise Partnership Scheme to Supervise/Mentor (as appropriate) the applicant?

Yes

\* Please provide details of discussions you have had with the Irish Research Body about the proposed research. Please include details of previous collaborations with the Irish Research Body if any?

aaa

299 words left

**Enterprise Mentor Declaration**

\* I hereby declare that I have read and accept the Enterprise Mentor requirements as set out in the Terms and Conditions and Guide for Applicants on the Irish Research Council [WEBSITE](#).

I Agree

\* A research agreement (in particular relating to intellectual property and publishing) is agreed or will be agreed with the participating Irish Research Body before the Irish Research Council award is accepted and a copy of the research agreement will be made available to the Irish Research Council prior to commencement of the award:

I Agree

**Enterprise Mentor Details**

Enterprise Partner will nominate a research mentor from within the organisation to assist the researcher, to act as part of the supervisory/mentoring team and to contribute to the overall development of the researcher.

Enterprise Mentor Name: Enterprise Mentor

\* Sex: Female ▾

\* Enterprise Mentor Job Title: dd  Enter details here and save.

\* Contact Telephone:

Contact E-mail: applicationsucks@gmail.com

\* Please provide details of relevant mentoring experience to date:

Provide details of mentoring experience here and click save.

300 words left

Fill in the required sections. Your data can be saved by clicking on the **'Save Draft'** button at the bottom corner of the screen. 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.

You can access your application as many times as you wish prior to the deadline by logging onto the system, making sure to save the information you have entered using the **'Save Draft'** button at the bottom of the form each time. Do not click away to another tab or desktop until information has been saved, as you may lose information.

\* Please provide details as to why you decided to work with this particular applicant. Please use 'the applicant' rather than the person's name s/he, or his/her.

x

**Click here to Save details**

499 words left

\* Do you agree to mentor and host the postgraduate applicant should the applicant be successful in the competition?

Yes ▾

Save Draft

Submit

Once you have saved a draft, you will see your Reference form as *Form Created* within the 'Enterprise Mentor Assigned Postgraduate Applications' section. Click on 'Edit' to edit the form (see below). **Save Draft** must be used to save the information you have entered.

Enterprise Mentor Assigned Postgraduate Applications			
Project ID	Application Type	Applicant	Project Title
EPSPG/2013/903	EPS Postgraduate Application	Chris (TEST) Applicant (SS)	test with IRC
		Reference Form	Reference Status
		Edit	Draft
EPSPG/2015/2	EPS Postgraduate Application	Fake Applicant1	Test
		Reference Form	Reference Status
		Edit	Draft

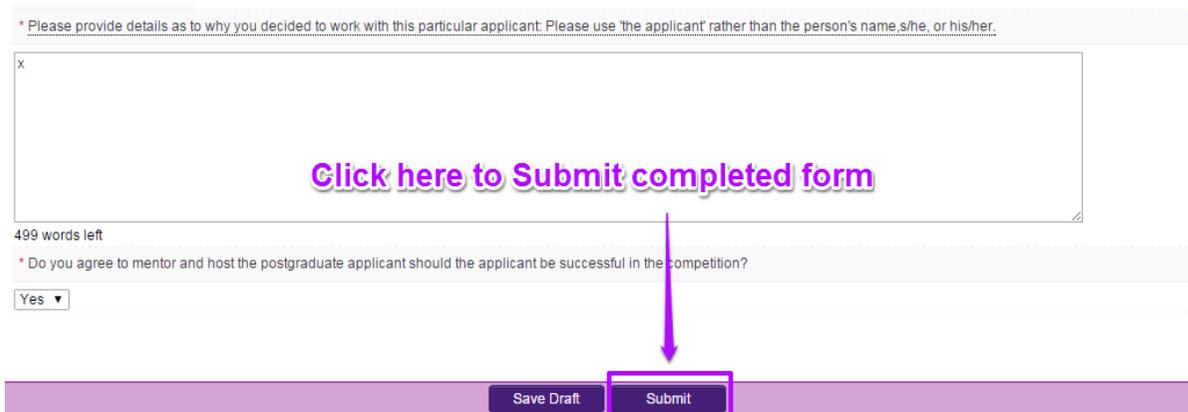
**Click here to Edit existing form** →

### Submitting the Enterprise Mentor Form

ENSure the completed form is 'Saved' before clicking 'Submit'.

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 finally submit your form, you must first open the form by clicking the **'Edit'** button below the chosen application. Then, select the **'Submit'** button at the bottom of the screen. You must click **'Submit'** in order for the application to proceed to assessment.



\* Please provide details as to why you decided to work with this particular applicant. Please use 'the applicant' rather than the person's name,s/he, or his/her.

x

**Click here to Submit completed form**

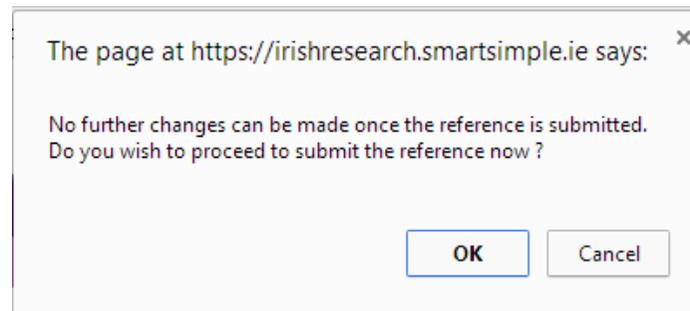
499 words left

\* Do you agree to mentor and host the postgraduate applicant should the applicant be successful in the competition?

Yes ▾

Save Draft Submit

The following message will appear:



The page at <https://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 ?

OK Cancel

Click **'OK'**. When you have done this, the form will save and will now be submitted to the online system. You will no longer have access to edit the form.

### **Effects of Submitting the Form**

- Once submitted, you will 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 Enterprise Mentor Form.
- The applicant's online profile 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.