



## **Guide for Referees 2017**

This document is provided to assist you in submitting a Referee form for applications under the 2016 Irish Research Council Enterprise Partnership Scheme Postgraduate Scholarship.

**The deadline for submitting your reference is exactly:**

**16:00 (Ireland time), 15<sup>th</sup> June 2016**

The Irish Research Council will only accept references through the online application system, as explained below. Please do not send any hard copies of your reference to the Irish Research Council.

**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 a referee, you will receive an email containing your username (which is 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 lost or forgotten your password, go to the above URL and click '**Forgot password?**' A system-generated password will be forwarded to your email address. If you do not receive this automated email, please check your spam folder.

### Registering as an applicant for the first time:

1. Add the [ircapps@research.ie](mailto:ircapps@research.ie) email address to your contacts BEFORE you attempt the registration process.
2. Click on the following link to take you to the '[applicant registration page](#)'.
3. Applicants must nominate one email address by which the online system will identify them.

### Browser Support Information

Supported browsers: [Firefox](#) (2 most recent versions), [Chrome](#) (2 most recent versions), [Internet Explorer](#) (2 most recent versions), [Safari](#) (2 most recent versions). **NB: Browser info.**

Email:

Password:

Login

Log in here.

### Forgot password?

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

Request a new password here.



When you have logged on, the following screen will be displayed:



Funding scheme:	Referee, mentor and supervisor deadline:
Enterprise Partnership Postdoctoral Scheme 2017	16:00 (Irish time) 15th June 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



Change password

Supported browsers:

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

[See list of EPS assigned applications here.](#)

[Click here for referee instructions.](#)



### Open Calls 2017



My Assigned Applications

Click here to see status of applications which are assigned to you.



[Click here to see all assigned applications.](#)



My submitted forms



[Click here for the list of submitted forms.](#)



Referee Assigned EPS Applications



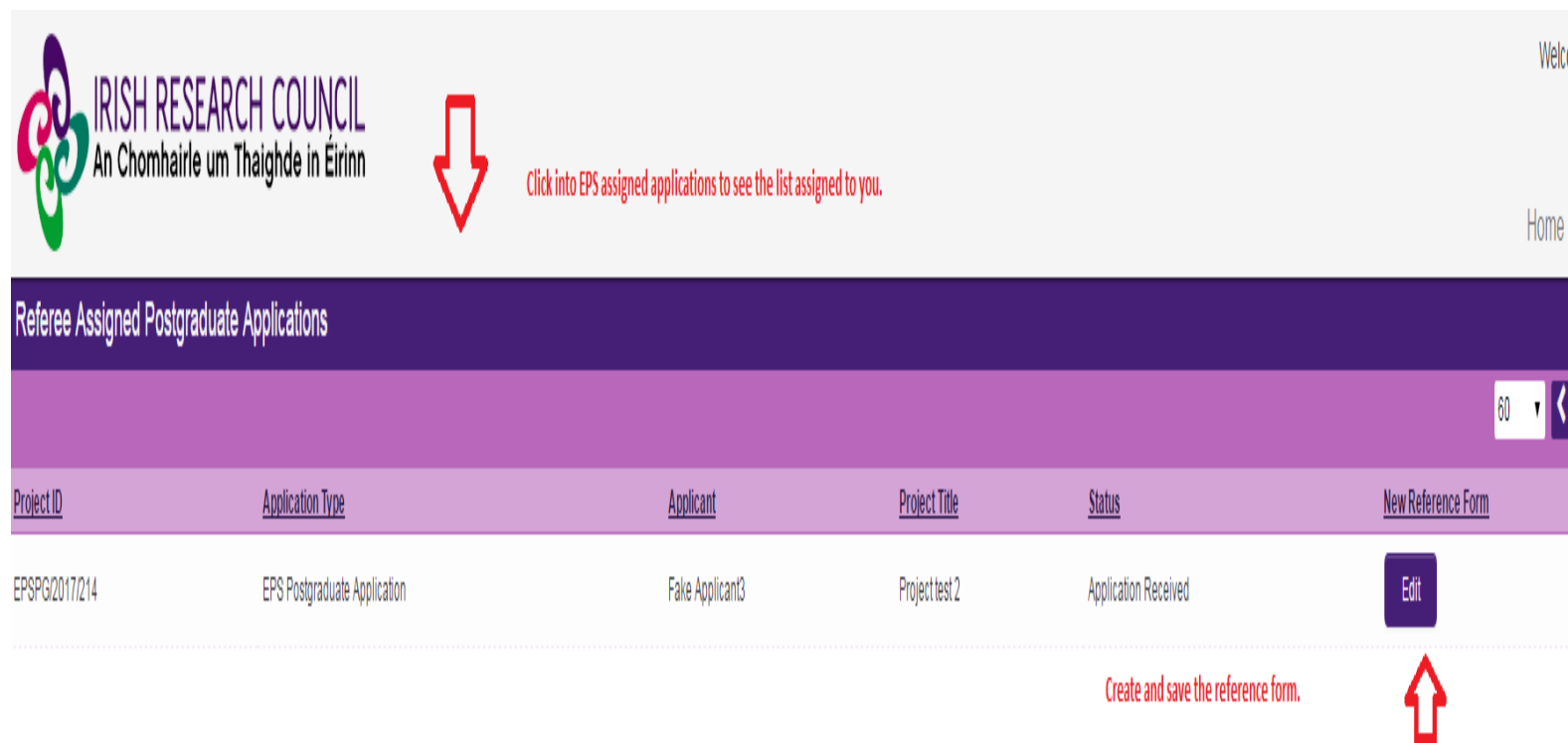
Referee Assigned CAROLINE Applications



Referee instructions

## Creating your Referee Form

Click on the icon 'Referee Assigned EPS Applications' in order to view any postgraduate applications awaiting your reference. This will bring you to the following screen where you can create your referee report by clicking the **'Create'** button.



IRISH RESEARCH COUNCIL  
An Chomhairle um Thaighde in Éirinn

Click into EPS assigned applications to see the list assigned to you.

Referee Assigned Postgraduate Applications

<u>Project ID</u>	<u>Application Type</u>	<u>Applicant</u>	<u>Project Title</u>	<u>Status</u>	<u>New Reference Form</u>
EPSPG2017/214	EPS Postgraduate Application	Fake Applicant3	Project test 2	Application Received	<a href="#">Edit</a>

Create and save the reference form.

## Editing the Referee Form

On clicking 'Create', the reference form will open in edit mode.

The screenshot shows the 'Activity - Referee Form' page. At the top left is the logo for the IRISH RESEARCH COUNCIL (An Chomhairle um Thaighde in Éirinn). Below the logo is a purple header bar with the text 'Activity - Referee Form'. A red arrow points to a link labeled 'GUIDELINES' with the text 'Click here for guidelines.' next to it. Below this is a list of instructions for referees. A red box highlights the word 'GUIDELINES' in the first instruction. Another red box highlights the word 'WEBSITE' in the fourth instruction, with a red arrow pointing to the text 'Further info on the scheme is available here.' below it. Below the instructions are several form fields: 'Referee form:' with a 'View Form' button and the text 'The application form may be viewed here.'; '\* Form in Irish?:' with radio buttons for 'Yes' and 'No'; 'English translation:' with an 'Upload' button and a question mark icon, and the text 'Translations in Irish should be uploaded here.'; 'Applicant Details' section with fields for 'Applicant's Name: Fake Applicant3', 'Project Title: Project test 2', and 'Irish Research Body: Test University'; and 'Referee Details' section with fields for 'Referee name: Referee One', '\* Position:', '\* Name of institution and department or company/organisation: Applicants', '\* Work address:', and 'Email address: referee1 ire\_irl@yahoo.ie'. A red arrow points to the 'Referee Details' section header. A red arrow also points to the 'Applicant Details' section with the text 'Proceed to fill out each section of the form and save regularly.'



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 then complete your reference. This reference is an essential element of the application. Your data can be saved by clicking on the **'Save Draft'** button at the bottom of the screen. Do not click away to another tab or desktop until information has been saved, as you may lose information otherwise.

499 words left

**Declaration**


\* I confirm that the information supplied in this reference form is correct and recognise that should it become apparent that any of the information provided is inaccurate or unverifiable with appropriate documentation, it will result in the application automatically being deemed ineligible:

I agree

Once the form is complete press save.

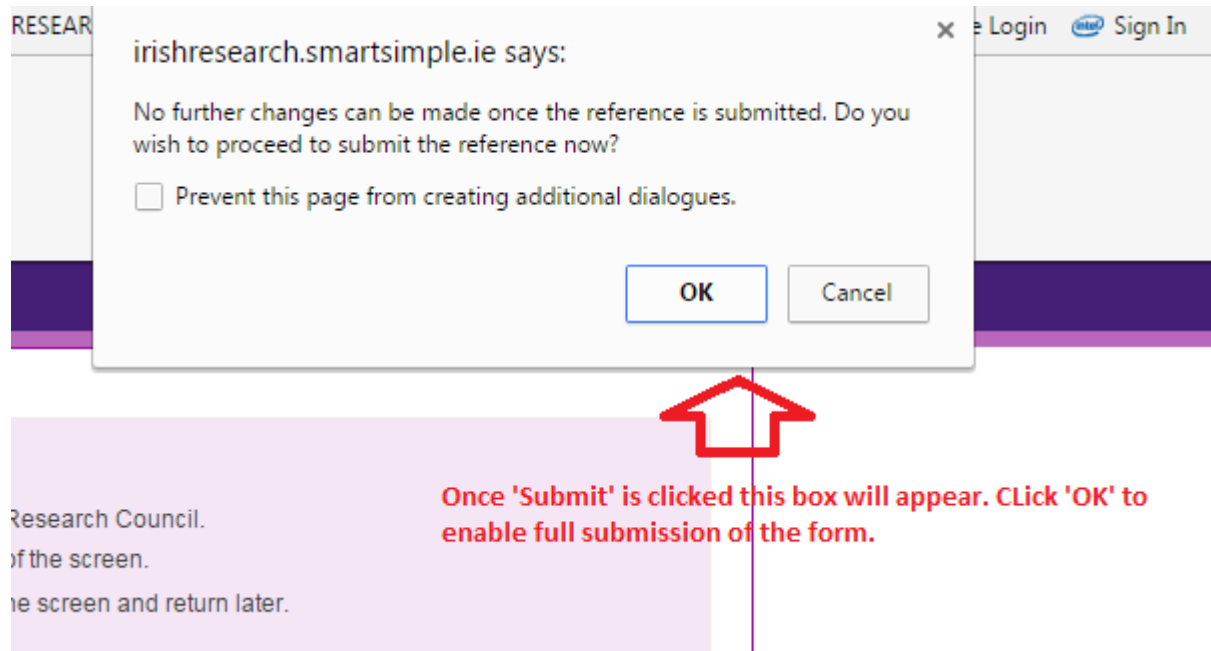
Save Draft Submit

Press 'Submit' after the form has been saved.

Before submitting your reference, you can access and edit your form as many times as you wish by logging in and clicking  below the chosen application.

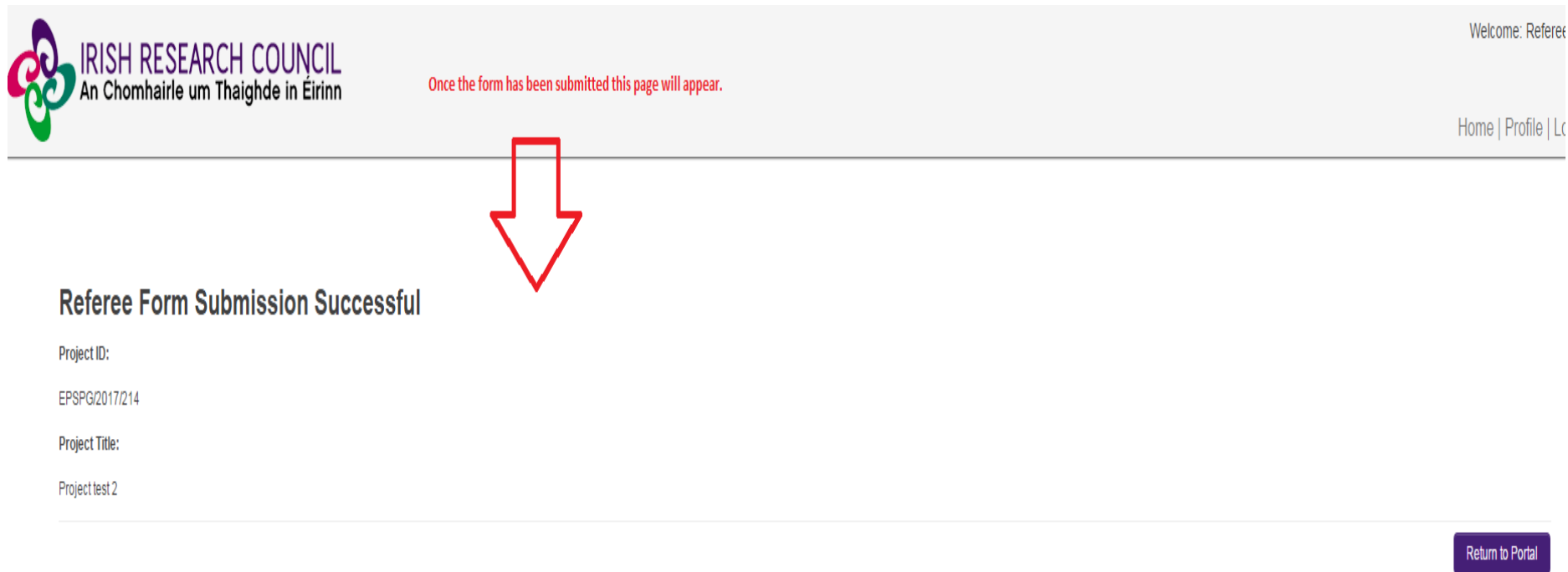
### Submitting the Referee Form

Once you submit your form, no changes can be made; so, please ensure you are satisfied with all the content of the form before you click 'Submit' and 'OK'.



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

Once the form has been submitted the following message will appear.



The screenshot shows the top navigation bar of the Irish Research Council website. On the left is the logo and name: "IRISH RESEARCH COUNCIL An Chomhairle um Thaighde in Éirinn". On the right, it says "Welcome: Referee" and "Home | Profile | Log Out". A red arrow points from a red text message "Once the form has been submitted this page will appear." in the header to the main content area. The main content area displays the message "Referee Form Submission Successful" followed by project details: "Project ID: EPSPG/2017/214", "Project Title:", and "Project test 2". A "Return to Portal" button is located in the bottom right corner of the content area.

IRISH RESEARCH COUNCIL  
An Chomhairle um Thaighde in Éirinn

Welcome: Referee

Home | Profile | Log Out

Once the form has been submitted this page will appear.

### Referee Form Submission Successful

Project ID:  
EPSPG/2017/214

Project Title:  
Project test 2

[Return to Portal](#)

## 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.

### The following list will appear.

My Submitted Forms						
Project Type	Project ID	Project Title	Form Name	Date Submitted	View Form	
1	EPSPD/2017/84	Project test Dee PD	Referee Form	03/04/2017	<a href="#">View</a>	
2	EBP/2017/463	ggg	Referee Form	24/01/2017	<a href="#">View</a>	
3	CLNE/2017/477	CAROLINE Project	Referee Form	02/12/2016	<a href="#">View</a>	
4	CLNE/2017/116	Test of the CAROLINE Application on 30th Nov 2016	Referee Form	01/12/2016	<a href="#">View</a>	
5	CLNE/2017/595	Testing the application for CAROLINE first call	Referee Form	01/12/2016	<a href="#">View</a>	
6	GOIPD/2017/1246	uhgvluhgvb	Referee Form	30/11/2016	<a href="#">View</a>	
7	CLNE/2017/119		Referee Form	25/10/2016	<a href="#">View</a>	
8	CLNE/2017/166	Fariha testing CAROLINE	Referee Form	20/10/2016	<a href="#">View</a>	

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

