



Guide for Research Offices 2017

This document is provided to assist you in submitting a Research Office endorsement for applications under the 2017 Enterprise Partnership Scheme Postgraduate Scholarship and Postdoctoral Fellowship Programme.

**The deadline for submitting your Research Office endorsement is exactly:
16:00 (Ireland time) 22nd June 2017**

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

Please read this document carefully prior to completing the Research Office/University decision. By logging in, you will be able to view all applications awaiting completion within your institution and access all complete applications that are available for your endorsement decision.

Logging on to the system

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

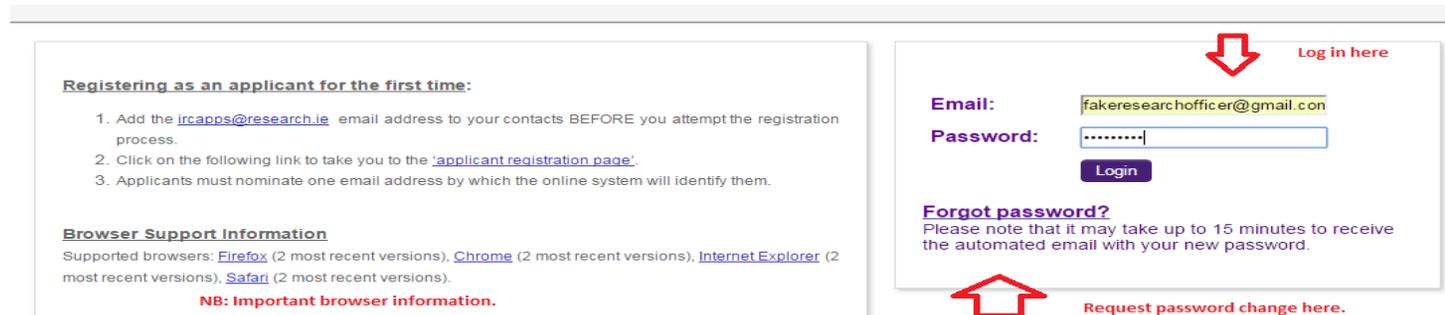
Please note that the online system can only be successfully accessed and supported through the following browsers: [Internet Explorer](#) (version 7 and higher), [FireFox](#) (2 most recent versions), [Google Chrome](#) (2 most recent versions) or [Safari](#) (2 most recent versions).

Ensure that the email address ircapps@research.ie is on your 'safe senders' list. You may need to check with your IT department to ensure there's no issue with your organisation's internal firewall.

When you were initially registered as a Research Officer, you should have received an email containing your user name (your email address) and password, and a link to the login page: https://irishresearch.smartsimple.ie/s_Login.jsp

If you have mislaid your password or the email with the password, then enter the above URL and click on the '[Forgot password?](#)' link. A system-generated password will be forwarded to your email address.

When you log in to the system, the following screen will be displayed:



The screenshot shows a login page with two main sections. The left section contains registration and browser support information. The right section contains the login form and a forgot password link. Red arrows and text are used to highlight specific elements.

Registering as an applicant for the first time:

1. Add the 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: Important browser information.

Log in here

Email:

Password:

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

Request password change here.

Once you log on you will be presented with the following screen:

Funding scheme:	Applicant deadline:	Supervisors, Mentors and Enterprise Mentors Deadline:
Enterprise Partnership Scheme 2017	16:00 (Irish time) 8th June 2017	16:00 (Irish time) 15th June 2017

 **N.B Important browser info**

Welcome to Your Profile

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

 **Change password**

Open Calls 2017  **Open calls**

 **View draft applications**
View applications in draft status at The University of Limerick [UL]

 **Reviewed applications**
View applications previously reviewed by The University of Limerick [UL]

 **Applications pending endorsement**

 **View applications waiting for RO decision**

Administration

 **Potential CAROLINE Partner Organisations**
List of organisations registering an interest in hosting a CAROLINE Research Fellow

 **Registered supervisors**
View all registered supervisors at The University of Limerick [UL]

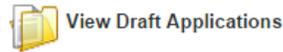
 **Registered mentors**
View all registered mentors at The University of Limerick [UL]

 **Register supervisor**
Register a supervisor at The University of Limerick [UL]

 **Register mentor**
Register a mentor at The University of Limerick [UL]

Viewing Draft Application Information

To view the content and other relevant details of all draft applications, please click on the ‘View Draft Applications’ icon on the home page.



Click to view the list of applications in Preparation at Test University.

You will then be presented with the 'Applications Awaiting Supervisor/Mentor Support' screen:

Applications Awaiting Supervisor/Mentor Support										
Status	Project ID	Applicant Name	Applicant Email	Number of Referee Forms Submitted	Status of Created Reviews	Supervisor/Mentor Status	Enterprise Mentor Status	Supervisor/Mentor Name	Supervisor/Mentor Email	View
Draft	//	Andrea Valova	avalova@research.ie	0	0 Referees Assigned	No Mentor Assigned	Not Relevant			Print (PDF)
Draft	//	CV ApplicantTest	cvapplicant@ss.fake	0	2 Referees Assigned	No Mentor Assigned	Not Relevant			Print (PDF)
Draft	//1230	Paulina Bistula	pbistula@smartsimple.com	0	0 Referees Assigned	No Mentor Assigned	Not Relevant			Print (PDF)
Draft	//711	Ciaran Applicant	capplicant@test.fake	0	2 Referees Assigned	No Mentor Assigned	Not Relevant			Print (PDF)
Draft	/2017/407	Fake Applicant2	ircfakeapplicant2@gmail.com	0	2 Referees Assigned	Supervisor Assigned Enterprise Mentor Assigned	Enterprise Mentor Assigned	Billy Super	testircsetsuper@hotmail.com	Print (PDF)
Application Received	/2017/408	Fake Applicant3	ircfakeapplicant3@gmail.com	0	2 Referees Assigned • Fake Referee2 - Draft	Supervisor Assigned Supervisor Form In Preparation Enterprise Mentor Assigned	Enterprise Mentor Assigned	Fake Referee3	ircfakereferee3@gmail.com	Print (PDF)
Application Received	/2017/412	Justin Sinnott	justin.m.sinnott@gmail.com	0	2 Referees Assigned	Supervisor Assigned Enterprise Mentor Assigned	Enterprise Mentor Assigned	Test Supervisor	ircfakeasupervisor1@gmail.com	Print (PDF)
Application Received	/2017/413		@owner.email@	1	2 Referees Assigned • fake referee 1 - Submitted	Supervisor Assigned Supervisor Form Completed Enterprise Mentor Assigned	Enterprise Mentor Assigned	Test Supervisor	ircfakeasupervisor1@gmail.com	Print (PDF)
Draft	CLNE/2017/512	ruth test	ruth.test.applicant2@gmail.com	2	0 Referees Assigned • ruthref referee - Submitted • dssd dsdsd - Submitted	No Mentor Assigned Mentor Form Completed				Print (PDF)

The 'Applications Awaiting Supervisor/Mentor Support' screen will provide you with:

- The status of the application form (i.e. whether it is in draft or whether it has been submitted, i.e. 'Application Received').

- Referee information including the number of referee forms submitted, the number of referees assigned, and the names of those referees that have submitted their form.
- Academic Mentor/Supervisor and Enterprise Mentor information including the Academic Mentor/Supervisor name and email address (now in separate columns so that the information copies into excel in an easier-to-use format).
- The content of the application form: click 'Print (PDF)' to view the application.

Submitting a Research Office Endorsement Decision

Applications awaiting endorsement can be viewed by clicking on this icon:



You will then be presented with the following screen:

Applications Pending Endorsement

60 1 of 1

<u>Project ID</u>	<u>Project Title</u>	<u>Applicant</u>	<u>Institution</u>	<u>Name of Mentor or Supervisor</u>	<u>Status</u>	<u>Type</u>	
EPSPG/2017/215	Project Test	Fake Applicant3	Test University	Fake Supervisor2	Pending Endorsement	EPS Postgraduate Application	<input type="button" value="Open"/>



Project ID.



Click here to open.

When you click on 'Open Endorsement Form', you will see the following screen:

Project - Project Test

View

Application type: EPS Postgraduate Application

Status: Pending Endorsement

Applicant: Fake Applicant3

Enterprise Partnership Scheme Postgraduate Application Form

[CLICK HERE](#) to access the Guide for Applicants.

Should you require any technical assistance please contact the Council by email to

schemes@research.ie

Send EPS related queries here.

Project Overview	Primary and Additional Participants	Academic Qualifications	Proposed Research	Personal, Ethical and Sex/Gender Statements	Financial Justification	Applicant Declarations	Endorsement
Project Details							
Application type: EPS Postgraduate Application							
Create date: 04/04/2017 09:51:00							
Status: Pending Endorsement							
Project ID: EPSPG/2017/215							
* Project title: Project Test ?							
* Irish Research Body: Test University ?							
Autosave Enabled: Autosave Enabled							
Print Form: Print (PDF) View the application in pdf here.							

Proceed to check all aspects of the application:

Project - Project Test

View

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

* ORCID identifier

ddd ?

* Are you a national of a European Economic Area (EEA)* member state or Switzerland?

Yes ?

* Will you have been ordinarily resident* in an EEA member state or Switzerland for a continuous period of three of the five years preceding 1 January 2018?

Yes ?

* Will you be a new entrant to the degree for which you are seeking Council funding?

Yes
 No

Proceed to check read application checking the informaiton is accurate.

* Please specify the degree type for which you are currently registered

24-month Structured Research Master's
 36-month Traditional Doctoral Degree
 48-month Structured Doctoral Degree

* What date did you first register for this degree?

01/04/2016 ?

* Please select your current funding source

Self-funded

* Please provide the title of this funding source

kkk

* Please specify the number of months

12

* Please specify the amount

12

Save Draft Submit Decision

Should you reject the application, you will be asked to provide a reason for rejection.

You can submit the endorsement/rejection by clicking the submit button at the bottom of the screen:

Project Overview	Primary and Additional Participants	Academic Qualifications	Proposed Research	Personal, Ethical and Sex/Gender Statements	Financial Justification	Applicant Declarations	Endorsement										
<div style="display: flex; justify-content: space-between;"> [-] Endorsement Agreement ↑ </div> <p>* Do you support this candidate's application to carry out research at your institution?</p> <div style="display: flex; justify-content: space-between;"> <div> <input type="text"/> </div> <div style="color: red;">Click on the 'Endorsement' tab.</div> </div> <p>* Decision?</p> <div> <input type="text"/> </div>																	
<div style="display: flex; justify-content: space-between;"> Previous </div> <div style="display: flex; justify-content: space-between;"> [-] Partner Organisation(s) </div> <p>View: <input type="text" value="System Default"/></p> <div style="display: flex; justify-content: space-between;"> <div> <input type="text" value="EPS Partner"/> </div> <div> <input type="button" value="Add"/> </div> <div style="color: red;">Press 'Save' before clicking 'Submit Decision'.</div> </div> <table border="1"> <thead> <tr> <th>Organisation</th> <th>Phone</th> <th>Address</th> <th>City</th> <th>Role</th> </tr> </thead> <tbody> <tr> <td>Eavan's Test Company</td> <td>123456</td> <td>Brooklawn Bonanza</td> <td>Dublin</td> <td>EPS Partner</td> </tr> </tbody> </table> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="color: red;">↓</div> <div style="color: red;">Click 'Submit Decision' when the decision has been saved.</div> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div> <input type="button" value="Save Draft"/> </div> <div> <input type="button" value="Submit Decision"/> ← </div> </div>								Organisation	Phone	Address	City	Role	Eavan's Test Company	123456	Brooklawn Bonanza	Dublin	EPS Partner
Organisation	Phone	Address	City	Role													
Eavan's Test Company	123456	Brooklawn Bonanza	Dublin	EPS Partner													

Effects of Submitting the Research Office Endorsement

- The Research Office endorsement will be 'locked' and further edits will no longer be possible.
- You will receive an email confirming receipt of your decision.
- The applicant will receive an email confirming the Research Office decision. If the application has not been endorsed, the reason entered the system by the RO will not be communicated to the applicant.
- You can view the institutional decision status by clicking on the 'Reviewed Applications' icon on the 'Home' screen.

You will then be presented with the following screen that confirms the status of all applications:

Project - Project Test

Application Type: EPS Postgraduate Application	Status: Ready for Review Application status updates to 'Ready for Review'.
Applicant: Fake Applicant3	

Enterprise Partnership Scheme Postgraduate Application Form

[CLICK HERE](#) to access the Guide for Applicants.

Should you require any technical assistance please contact the Council by email to

schemes@research.ie

<input type="checkbox"/> Research Office Decision
Decision Submitted: Endorse RO decision is visible here.
Date Submitted: 04/04/2017
Does Research Office Support candidate?: Yes

Project Overview	Primary and Additional Participants	Academic Qualifications	Proposed Research	Personal, Ethical and Sex/Gender Statements	Financial Justification	Applicant Declarations	Endorsement
<input type="checkbox"/> Project Details							
Application type: EPS Postgraduate Application							
Create date: 04/04/2017 09:51:00							
Status: Ready for Review							