



Guide for Academic Supervisors 2017

This document is provided to assist you in submitting an Academic Supervisor Form for applications under the 2016 Irish Research Council Enterprise Partnership Scheme Postgraduate Scholarship.

The deadline for submitting your form is exactly:

16:00 (Ireland time), 15th June 2017

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

Please read this document carefully prior to completing the form.

Logging on to the system

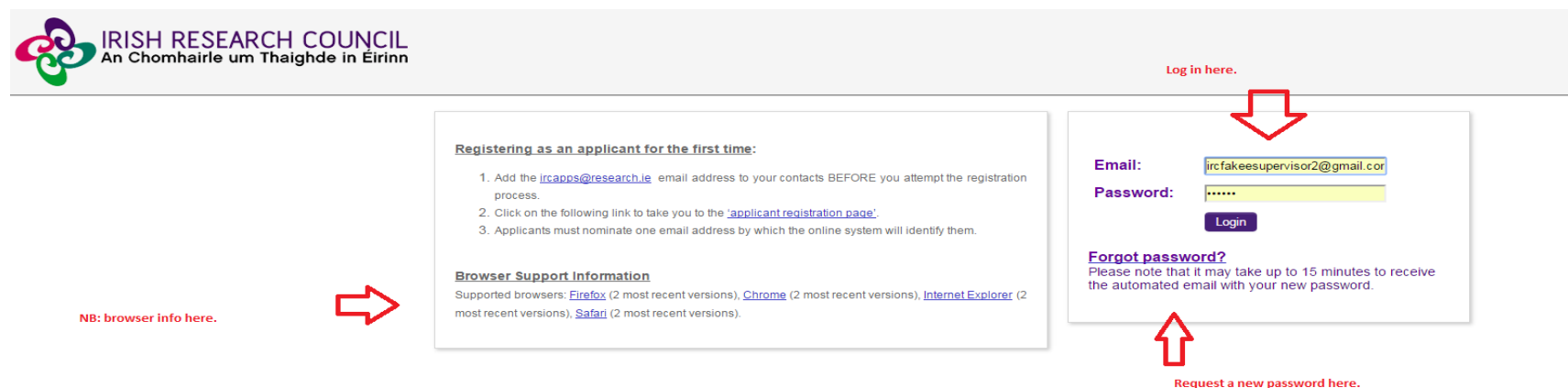
If you experience any problems, please clear the cache in your browser and continue. Please contact schemes@research.ie, should you experience any difficulties.

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 is no issue with your organisation's internal firewall.

When you were initially registered as a Supervisor, you should have received an email containing your username (i.e. 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, enter the above URL and click on the '**Forgot password?**' link. A system-generated password will be forwarded to your email address.



The screenshot shows the Irish Research Council login page. At the top left is the logo and name: **IRISH RESEARCH COUNCIL** and *An Chomhairle um Thaighde in Éirinn*. The main content area has two columns. The left column contains a section titled "Registering as an applicant for the first time:" with three numbered steps, and a section titled "Browser Support Information" listing supported browsers: Firefox, Chrome, Internet Explorer, and Safari. The right column contains a login form with fields for "Email:" and "Password:", a "Login" button, and a "Forgot password?" link. Annotations with red arrows point to specific elements: "NB: browser info here." points to the browser support section; "Log in here." points to the login form; "Request a new password here." points to the "Forgot password?" link.

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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).

Log in here.

Email:

Password:

Login

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 log in to the system, 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
Enterprise Partnership Postgraduate 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.

Send queries to this email address.

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).


 **Change password**


View assigned applications here.


View submitted forms here.

Open Calls 2017

 **Preview applications in draft status**

 **Supervisor assigned postgraduate applications**
Postgraduate applications you have been nominated as a **Supervisor**.

 **My submitted forms**

 **Supervisor instructions**

You will not be able to provide your Supervisor 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.

To view applications assigned to you click on 'Supervisor assigned applications' and the following page will appear.

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Welcome: Fake Supervisor

Home | Profile | Logout

Supervisor Assigned Postgraduate Applications

60 1 of 1

Project ID	Application Type	Applicant	Project Title	Grant Status	View Application	New Supervisor Form	Supervisor Reference Form	Supervisor Supported	Form Status	Last Modified Date
GOIPG/2017/2122	Postgraduate (Government of Ireland)	ruth test2	Title	Award Holder	Application PDF	Create				
EBP/2017/443	Employment Based Postgraduate Programme	Rtest Japplicant		Application Received	Print (PDF)	Form Created	Edit	Yes	Draft	22/03/2017
EPSPG/2017/212	EPS Postgraduate Application	Rtest Japplicant	Project Test Dee	Application Received	Print (PDF)	Form Created	View Form		Submitted	03/04/2017
EPSPG/2017/214	EPS Postgraduate Application	Fake Applicant3	Project test 2	Application Received	Print (PDF)	Create				

View application here by clicking on 'Print(PDF)'.

Create reference form by clicking on 'Create'.

Applications may be viewed by clicking on 'Print (PDF)' and the supervisor reference form can be created by clicking on 'Create'. Once a form has been created it should be saved. It can then be updated by clicking on 'Edit'.

Creating your Supervisor Form

Once you click on 'Create', the supervisor form will appear. Please complete this as instructed:

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New Activity [View Guidelines here.](#)

Click on this link [GUIDELINES](#) to view the 2017 Guide for Supervisors.

1. You have been nominated as a Supervisor for this application which is being made to Irish Research Council.
2. Please complete the Supervisor form here and Submit to Irish Research Council when complete by clicking the **Submit** button at the bottom of the screen.
3. If you don't want to complete the form right now, you can save a draft by clicking **Save Draft** at the bottom of the screen and return later.
4. Should you experience any technical issues please contact us by sending an email to schemes@research.ie with details of the issue, the project ID and the applicant's name.
5. The deadline for submitting your form is exactly 4pm 15th June 2017.

View application details: **Application PDF**

Supervisor reference form: **View Form** [View the application here.](#)

* Form in Irish?: ☐ Yes ☐ No **Fill out all required fields.**

English translation: Click Save before adding attachment

Applicant Details

Applicant name: Fake Applicant3

Project title: Project test 2

Primary area: Biological Sciences B

Discipline: kk

Supervisor Details

* Position:

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.

Your form 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.

Supervisor Declaration

* I hereby declare that I have read and accept the supervisor requirements for this scheme as set out in the [2017 Terms and Conditions](#) and [Guide for Applicants](#) on the Irish Research Council website:

☒ I agree

* Do you agree to supervise and host the Postgraduate Applicant should they be successful in this process?

☐ Yes
☒ No

Once complete click 'Save'.

* I confirm that the information supplied in this supervisor form is correct:

☒ I agree

Once the form has been saved click on submit.

Save Draft Submit

Editing the Supervisor form

Once you have created and saved a draft of your form, you can log out and back in as many times as you wish prior to the deadline and edit the form by clicking on **Edit**:

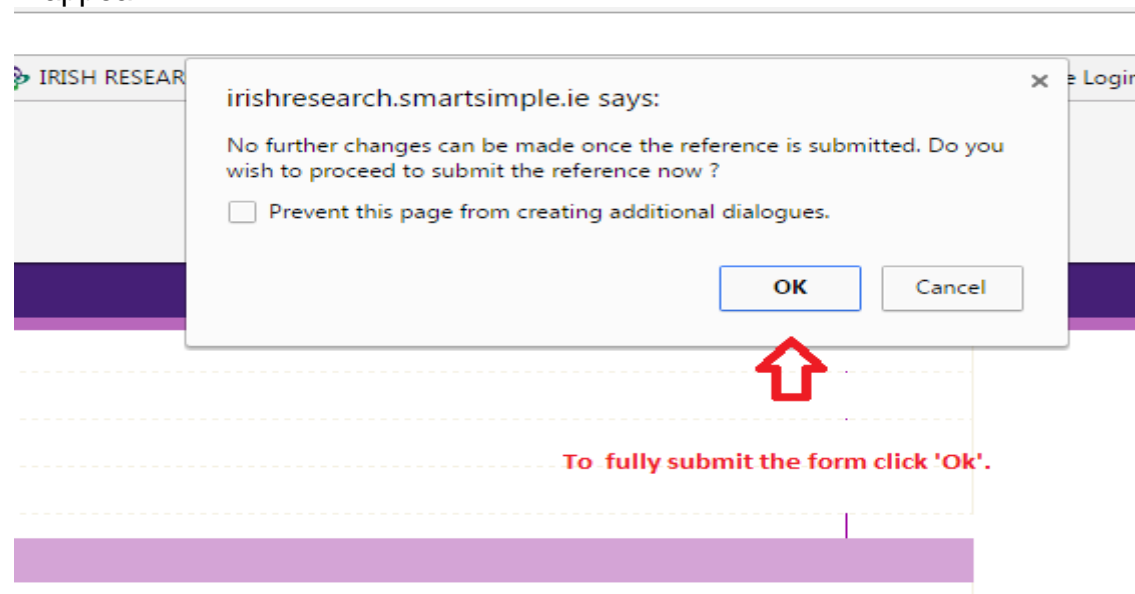
You can then complete your form. **This is an essential element of the application.**

Submitting the Supervisor 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, open the draft form and check you are satisfied with the information you have inputted. If satisfied, click the **Submit** button at the bottom right of the screen:

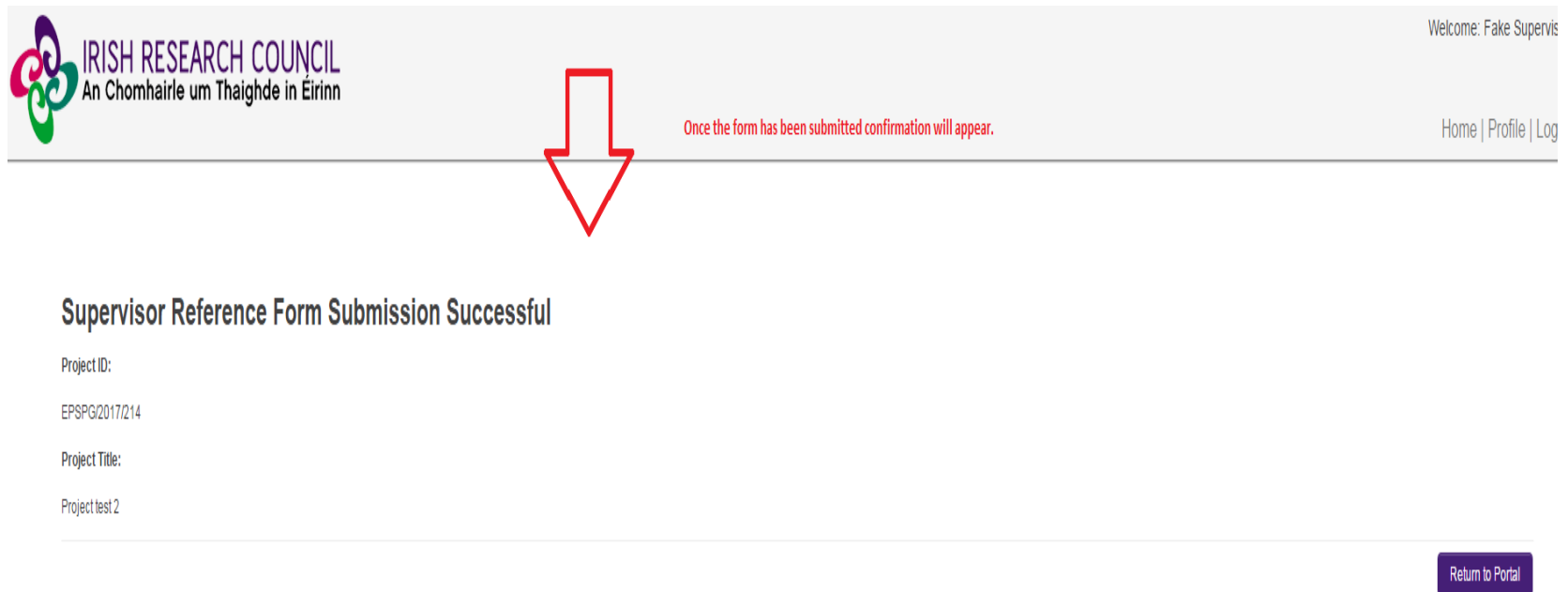
The following message will appear:



If you are happy with the content of the form, **click OK.**

Effects of Submitting the Form

Once submitted, the following message will appear:



The screenshot displays the top navigation bar of the Irish Research Council website. On the left is the logo, which consists of a stylized four-leaf clover in purple, green, and pink, followed by the text "IRISH RESEARCH COUNCIL" and "An Chomhairle um Thaighde in Éirinn". On the right side of the bar, the text "Welcome: Fake Supervis" is visible, along with links for "Home | Profile | Log". A large red outline arrow points downwards from the center of the navigation bar towards the main content area. Below the navigation bar, the main heading reads "Supervisor Reference Form Submission Successful". Under this heading, the following information is listed: "Project ID: EPSPG/2017/214", "Project Title:", and "Project test 2". At the bottom right of the page, there is a purple button labeled "Return to Portal".

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Welcome: Fake Supervis

Home | Profile | Log

Once the form has been submitted confirmation will appear.

Supervisor Reference Form Submission Successful

Project ID:
EPSPG/2017/214

Project Title:
Project test 2

Return to Portal

You will also 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 form.
- The applicant's profile page 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.