

Guide for Referees 2018

This document is provided to assist you in submitting a Referee reference for applications under the 2018 Employment Based Postgraduate Programme. Please read this document carefully prior to completing the Reference.

The deadline for submitting your reference is:

16.00 (Irish Time) 19 April 2018.

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.

Technical issues:

Please 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.

If you experience any technical issues, please clear the cache in your browser and continue. If the issue persists, please contact schemes@research.ie – where possible please include the Project ID of the application, the browser you are using, and if appropriate, a screenshot of the OLS and any error messages.

Logging on to the system

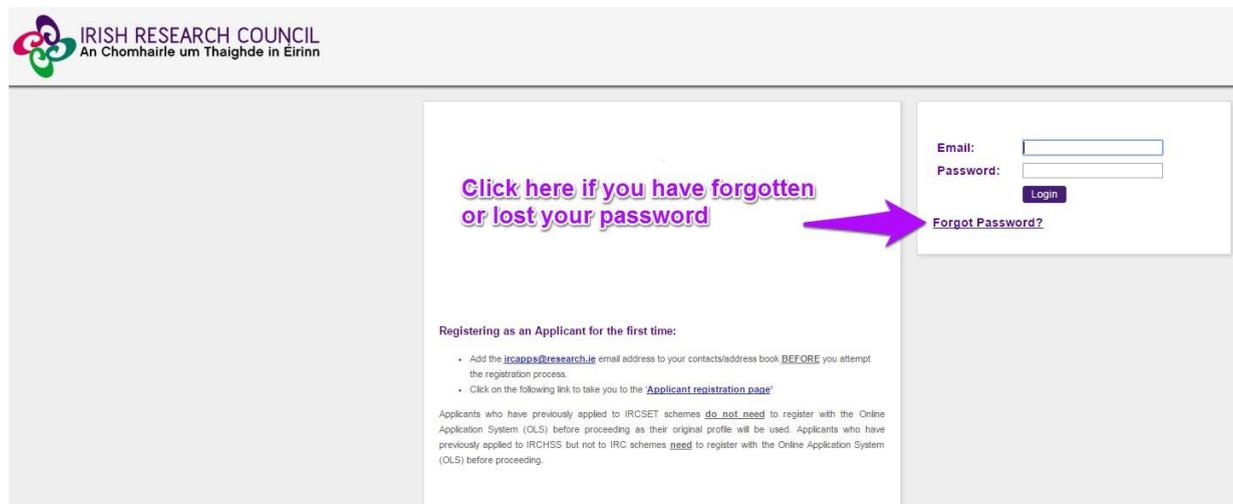
Once an applicant adds you to their application as a referee, you will receive an email containing your username (which is your email address) and password, and a link to the login page: https://irishresearch.smartsimple.ie/s_Login.jsp

The online system can only be successfully accessed and supported through the following browsers:

- Internet Explorer: version 8.0 and higher
- 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.

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.



Editing the Referee Form

When you have logged on, the following icon will display onscreen:



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

Activity

Referee Print Form: [View Form](#)

* Form in Irish?: Yes

English Translation: [Lookup...](#)

Applicant Details

Applicant's Name: Fake Applicant 3

Project Title: velit esse quam nihil molestiae consequatur, vel illum qui dolorem eum fugiat quo voluptas nulla pariatur?"

Irish Research Body: Test University

Referee Details

Referee Name: Fake Referee1

* Job Title:

* Name of Institution and Department or Company/Organisation:

* Address:

Email: referee1.irc_iri@yahoo.ie

Relationship to the Applicant

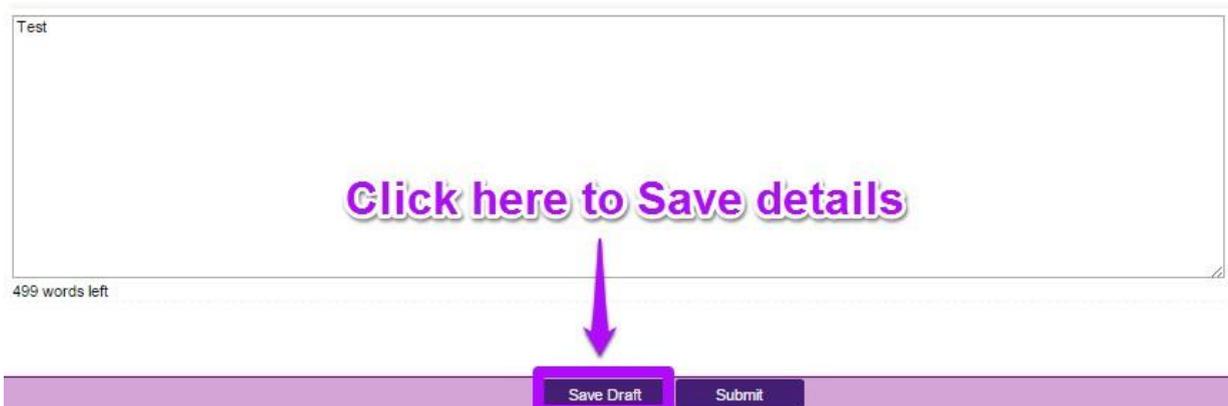
* I know the applicant:

* I was the applicant's:

[Save Draft](#) [Submit](#)

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.

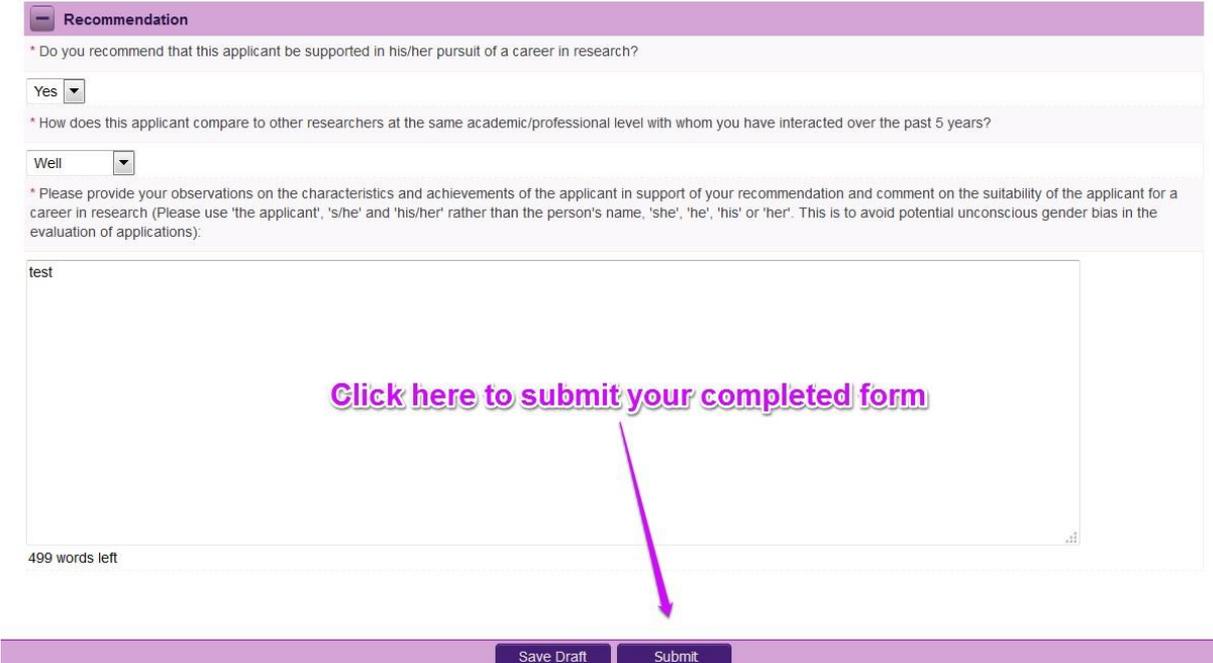


Before submitting your reference, you can access and edit your form as many times as you wish by logging in and clicking [Edit](#) below the chosen application.

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.



The screenshot shows a web form titled "Recommendation" with a purple header. It contains three sections: a question about recommending the applicant for a research career with a "Yes" dropdown, a question about comparing the applicant to other researchers with a "Well" dropdown, and a large text area for observations. The text area contains the word "test" and a "499 words left" indicator. A purple arrow points from the text "Click here to submit your completed form" to the "Submit" button at the bottom of the form. The "Submit" button is located in a purple bar at the bottom of the form, next to a "Save Draft" button.

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 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.