IRISH RESEARCH COUNCIL
An Chomhairle um Thaighde in Éirinn

Guide for Employment Mentors 2018

This document is provided to assist you in submitting an Employment Mentor's form for applications under the Employment Based Postgraduate Programme 2018.

The deadline for submitting your Employment Mentor form is exactly:

<u>16.00 (Irish Time) 19 April 2018</u>

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

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.

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.

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

Creating your Employment Mentor Form

Click on the icon '**Employment Mentor Assigned Postgraduate Applications**' in order to view any postgraduate applications awaiting your completion of an Employment Mentor form. This will bring you to the following screen where you can create your Employment Mentor form by clicking the '**Create**' button.

Editing the Employment Mentor Form

On clicking '**Create**', the Employment Mentor form will open in edit mode.

New Activity

Back | View Project

Employment Partner Print Form:	**View Form**
* Form in Irish?:	▼

Applicant Details −

Applicant Name:	Fake Applicant1
Project Title:	test

Employment Partner Details −

Employment Partner Name:	test
Employment Partner Registered Company Number:	54654564
Approved By Irish Research Council:	Yes
Company Type:	Social organisation
Company Size:	SME
SME Size:	Micro Enterprise
Company Sector:	Medical Technology
Principal Activity:	ygjhghjg

* How long has the organisation been operating in Ireland/aboard (as appropriate)?

Employment Mentor Details −

The Employment Partner will nominate a research mentor from within the organisation to assist the applicant, to act as part of the supervisory team and to contribute to the overall development of the applicant.

Employment Mentor Name:	Fake Enterprise Mentor1
* Employment Mentor Job Title:	
* Contact Telephone:	
Contact E-mail:	ircfakeesupervisor1@gmail.com

* Please provide details of relevant mentoring experience to date:

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.
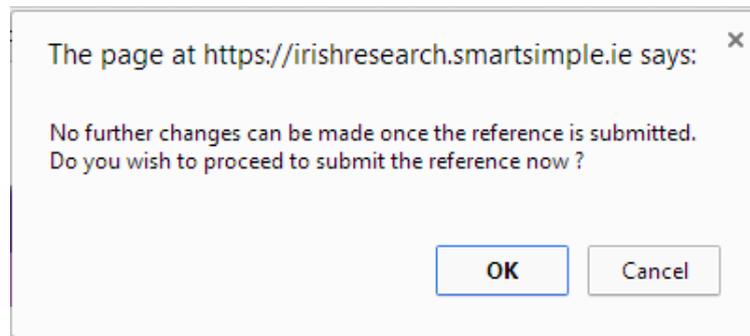
x

499 words left

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

Yes ▼

Click here to Save details

Save Draft | Submit

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

Submitting the Employment Mentor 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 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.

The following message will appear:

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.

- You will receive an email confirming receipt of your Employment 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.