



Guide for Research Offices 2019

This document is provided to assist you in submitting a research office endorsement for applications under the 2019 COALESCE Research Funding Scheme.

The deadline for submitting your research office endorsement is: exactly 4pm (Ireland time) Tuesday 11th September 2019.

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 reference 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

Please note that the online system can only be successfully accessed and supported through the following browsers: Internet Explorer (version 10 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:

COALESCE Research Fund	16:00 (Irish time) 3 September 2018	
Enterprise Partnership Schemes (Postgraduate and Postdoctoral)	16:00 (Irish time) 5 September 2018	16:00 (Irish time) 12 September 2018
Government of Ireland Postgraduate Scholarship Programme	16:00 (Irish time) 1 November 2018	16:00 (Irish time) 8 November 2018

Welcome to your profile

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

Change password

Administration

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

Registered supervisors
View all registered supervisors at Test University

Registered mentors
View all registered mentors at Test University

Submitted IRCLA Applications

Register supervisor
Register a supervisor at Test University

Register mentor
Register a mentor at Test University

Information for Research Offices

CAROLINE session with Research Offices - slides
Click here to download slides from the info session held on 27th June 2018

Open calls

View draft applications
View applications in draft status at Test University

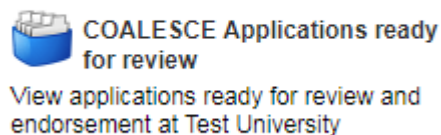
COALESCE Applications ready for review
View applications ready for review and endorsement at Test University

Applications pending endorsement
View applications pending endorsement at Test University

Reviewed applications
View applications previously reviewed by Test University

Viewing Draft Application Information

In order to view the content and other relevant details of all draft applications please click on the 'COALESCE Applications ready for review' icon on the home page.



You will then be presented with the 'Projects Awaiting Research Office Decision' screen below.

Projects Awaiting Research Office Decision (2)			
Submit Research Office Decision:			
Project Type:	Research for Policy and Society	Project ID:	COALESCE/2019/2
Applicant:	Fake Applicant5	Supervisor/Mentor:	
Title:	eeee		Print (PDF)
			Open Endorsement Form
Project Type:	Research for Policy and Society	Project ID:	COALESCE/2019/5
Applicant:	Fake Applicant2	Supervisor/Mentor:	
Title:	Sumona Test 3: For Strand 1A		Print (PDF)
			Open Endorsement Form

Refresh

The Applications Awaiting Research Office Endorsement screen should provide you with the following information:

- Project Type: note this is 'Research for Policy and Society' and not COALESCE.
- Applicant name
- Project title
- Project ID
- The candidate's application form in PDF
- The 'Open Endorsement Form' button

Projects Awaiting Research Office Decision (2)			
Submit Research Office Decision:			
Project Type:	Research for Policy and Society	Project ID:	COALESCE/2019/2
Applicant:	Fake Applicant5	Supervisor/Mentor:	
Title:	eeee		View application form
			Print (PDF)
			Open Endorsement Form
			Open endorsement form
Project Type:	Research for Policy and Society	Project ID:	COALESCE/2019/5
Applicant:	Fake Applicant2	Supervisor/Mentor:	
Title:	Sumona Test 3: For Strand 1A		Print (PDF)
			Open Endorsement Form

Refresh

Submitting a Research Office Endorsement Decision

Click on the 'COALESCE Applications ready for review' icon on the home page to view all applications ready for host endorsement. **Please note applications will only appear after an application has been submitted.**

Click on 'Print (PDF)' in order to view the application.

Click on 'Open Endorsement Form' in order to submit the institutional endorsement. Questions will appear in a box below. The Research Officer should answer both of these questions to endorse or to reject an application.

Projects Awaiting Research Office Decision (2)

Submit Research Office Decision:

Project Type:	Research for Policy and Society	Project ID:	COALESCE/2019/2
Applicant:	Fake Applicant5	Supervisor/Mentor:	
Title:	eeee		

[Print \(PDF\)](#)
[Close Endorsement Form](#)

* Do you support this candidate's application to carry out research at your institution? ←

* Decision: ←

[Submit Decision](#) ← [Submit](#)

* - Mandatory fields

Should you endorse the application you will receive an automatic email confirmation. Should you reject the application, you will be asked to provide a reason for rejection as per the screenshot below before you can 'Submit Decision'.

You can submit your application by clicking the 'Submit Decision' button at the end of the page:

Projects Awaiting Research Office Decision (2)

Submit Research Office Decision:

Project Type:	Research for Policy and Society	Project ID:	COALESCE/2019/2
Applicant:	Fake Applicant5	Supervisor/Mentor:	
Title:	eeee		

[Print \(PDF\)](#)
[Close Endorsement Form](#)

* Do you support this candidate's application to carry out research at your institution? ←

* Decision: ←

* Reason for Rejection:
Reasons for rejection x, y and z. | ←

[Submit Decision](#)

* - Mandatory fields

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.
- You can view the institutional decision status by clicking on the 'Reviewed Applications' icon on the 'Home' screen.



Reviewed Applications

[Click here to view applications already reviewed/endorsed to date.](#)

You will then be presented with the following screen that confirms the current status of all applications following the submission of the research office endorsement (Application statuses include 'Ready for Review', 'Under Assessment', 'Conditional

Award', 'Application Unsuccessful', 'Reserve', 'Award Holder', ' Award', 'Ineligible Application').

Technical

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

**The Deadline for submitting your research office endorsement is:
exactly 4pm (Ireland time) Tuesday 11th of September 2019.**