IRISH RESEARCH COUNCIL
An Chomhairle um Thaighde in Éirinn

Guide for Research Offices 2019

This document is provided to assist you in submitting a research office endorsement for applications under the 2019 Government of Ireland Postdoctoral Fellowship Scheme.

The deadline for submitting your research office endorsement is: exactly 4pm (Ireland time) Thursday 13 December 2018.

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.

PLEASE NOTE: The Online Application System (OLS) in some instances uses the terminology 'Academic Mentor in Ireland' and it should be considered to be the same as 'Academic Mentor' as per the Terms and Conditions for this Scheme.

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

Viewing Draft Application Information

In order to view the content and other relevant details of all draft applications please click on the 'View Draft Applications' icon on the home page.
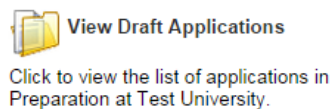
You will then be presented with the 'Applications Awaiting Supervisor/Mentor Support' screen below.

Research Office Guide to Online Application System 2019

| 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	CLNE/2018/10	Rtest Japplicant	ircfakeapplicant1@gmail.com	0	0 Referees Assigned	Mentor Assigned		Test Assessor IRCLA	tonyc389@gmail.com	Print (PDF)
Draft	CLNE/2018/17	ruth test	ruth.test.applicant2@gmail.com	0	0 Referees Assigned	Mentor Assigned		Fake Mentor in Ireland	fakementorinireland.ruth@gmail.com	Print (PDF)
Application Received	CLNE/2018/203	Marie Harte	marie.harte@ucdconnect.ie	2	2 Referees Assigned • Incy Wincy - Submitted • Test Testperson - Submitted	Mentor Assigned Mentor Form in Preparation Mentor Form Completed	Secondment Mentor Assigned Secondment Mentor Form Completed Placement Mentor 1 Assigned Placement Mentor 2 Assigned Placement Mentor Form(s) Completed	IRC Fake Supervisor Two	ircfakeasupervisor2@gmail.com	Print (PDF)

The Applications Awaiting Supervisor/Mentor Support' screen should provide you with the following information:
- The status of the application form (i.e. whether it's still in draft or whether the application has been submitted in which case the award status changes to 'Application Received'.
- Referee information including the number of referee forms submitted and the status of created reviews (including how many referees are assigned, and the status of referee forms attached to named referees. Only referees who have created a reference form in any status will be displayed).
- Mentor information including the Mentor 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 details).

Submitting a Research Office Endorsement Decision

Click on the 'Applications pending endorsement' icon on the home page to view all applications ready for host endorsement. Please note the 'Applications pending endorsement' icon will only appear after an application, along with all of its associated referee and mentor forms, has been submitted.

Applications pending endorsement
View applications pending endorsement at Test University
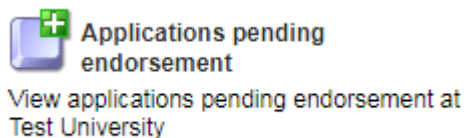
Once an application has been submitted and both Referee forms and the Mentor form has been submitted, you see the following information appear in the Applications for Review report.

Research Office Guide to Online Application System 2019

Click on 'Open' in order to submit the institutional endorsement. You can view the content of the submitted application here. You can fill out your endorsement by clicking on the 'Endorsement' tab.

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'.
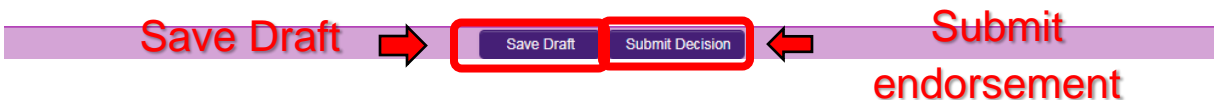
Research Office Guide to Online Application System 2019

You can save your work at any time by clicking on the 'Save Draft' button. You can submit your application by clicking the 'Submit Decision' button at the end of the page:
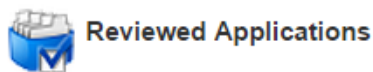

Effects of Submitting the Research Office Endorsement

- 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.

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', 'EPS Postdoc Award', 'EPS Postgrad Award', 'Ineligible Application').

6

Research Office Guide to Online Application System 2019

Research Office - Reviewed Applications

	Current Project Status	Project ID	Applicant Name	Project Title	View Application	Research Office Decision	Decision Date Submitted
1	Ineligible Application	CLNE/2018/11	Rtest Japplicant		Print (PDF)		2017-08-17 11:48:27
2	EPS Postgrad Award	EPSPG/2017/243	Fake Applicant5	test	Print (PDF)		2017-05-15 10:14:00
3	Ready for Review	CLNE/2017/153	Fake Applicant2	test	Print (PDF)		2016-12-08 14:50:57

Technical

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

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