



IRC-SPRINT

Networking Grant

1st Edition 2020

Irish Research Council – FAPESP
São Paulo Researchers in International Collaboration

Guide for Research Officers 2020

GUIDE FOR RESEARCH OFFICES

**The deadline for submitting your research office endorsement is:
exactly 4pm (Irish time) Tuesday 5 May 2020.**

1. Important deadlines for this call and General Information

IMPORTANT DEADLINES FOR THIS CALL	
Launch of Call	28 January 2020
FAQ Deadline	24 April 2020 at 4:00pm (Irish time)
<u>APPLICANT DEADLINE</u>	28 April at 4:00PM (Irish time)
Research Office Endorsement Deadline	5 May 2020 at 4:00PM (Irish time)
Outcome of Scheme	31 July 2020

This document is provided to assist you in submitting a Research Office endorsement for applications under the IRC-SPRINT Networking Grants (1st Edition 2020).

The Irish Research Council will only accept endorsements through the online application system. Please do not send emailed or hard copies of your endorsement to the Irish Research Council.

****The email request for Research Officer registration with the subject line: 'IRC-SPRINT - Launch and Request for Research Officer Nomination' was sent to all Research Offices on 28 January 2020.**

For further details of first-time logging into the online system, see Section 2.1 (pg. 3). **

Please read this document carefully prior to completing the research office/institutional decision. By logging in, you will be able to view and to access all submitted applications that are available for your endorsement decision.

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2. Logging onto the system

Please note that the online system can only be successfully accessed and supported through the following browsers:

- Chrome (Latest Version)
- Safari (Latest Version)
- Firefox (Latest Version)

****WizeHive does not recommend the use of Internet Explorer due to variances in display and capabilities that may be experienced.**

An email with the subject 'IRC-SPRINT – Launch and Request for Research Officer Nomination' was sent to Research Offices on 28 January 2020.

Once a response to the above email has been received, including the full name of at least one nominated Research Officer, their position in the Research Office and their email address, the IRC-SPRINT team will register the user to login to the system and will reply with a confirmation and the link to the portal.

The link to the IRC-SPRINT Institutional Endorsement portal can also be found in each notification email that arrives to the nominated inbox when a relevant application is submitted.

Ensure that the email addresses irc-sprint@research.ie, no-reply@webportalapp.com and no-reply@email.zenginehq.com are on your 'safe senders' list. You may need to check with your IT department to ensure that there is no issue with your organisation's internal firewall.


2.1 Logging in for the first time

The IRC-SPRINT team will have registered you on the WizeHive system based on the response given to the email request sent to all Research Offices to nominate an institutional representative to endorse IRC-SPRINT applications.

If you or someone in the Research Office at your institution did not receive the request for Research Officer nomination, please contact ircsprint@research.ie with the relevant email address.

Once the IRC-SPRINT Team lists the nominated email as the Contact Point for Institutional Endorsement, the Research Officer will receive the below email.

IRC-SPRINT Application - Contact Point

 IRC-SPRINT Institutional Endorsement - Contact Point <no-reply@email.zenginehq.com>

This is to notify that this email address is listed as the contact for the **Institutional Endorsement** of **IRC-SPRINT Applications** submitted by Project Leaders in your Higher Education Institution.

You can create your profile by clicking on the link below and following the instructions on the Guide for Research Officers. Applications will be available for endorsement in due course.

https://webportalapp.com/portal/ircsprint_application_endorsement

Please note Institutional Endorsement is part of the IRC-SPRINT Application.

Applications without an Institutional Endorsement will be deemed **Ineligible** and will not be considered under the IRC-SPRINT Call.

Deadline for Institutional Endorsement is 5 May 2020 at 4:00pm (Irish Time).

Please contact ircsprint@research.ie if you have any queries.

The nominated email contact will automatically receive an email (see below) each time an application is ready for Research Office endorsement. Each email will contain the Research Officer portal link.

IRC-SPRINT - Application Ready for Endorsement

 IRC-SPRINT Networking Grant <no-reply@email.zenginehq.com>

This email is to notify that **IRC-SPRINT Application(s)** from your Higher Education Institution are ready for **Institutional Endorsement**.

You can access and endorse applications by clicking on the link below and following the instructions on the Guide for Research Officers.

https://webportalapp.com/portal/ircsprint_application_endorsement

Please note Institutional Endorsement is part of the IRC-SPRINT Application.

Applications without an Institutional Endorsement will be deemed **Ineligible** and will not be considered under the IRC-SPRINT Call.

Deadline for Institutional Endorsement is 5 May 2020 at 4:00pm (Irish Time).

Please contact ircsprint@research.ie if you have any queries.

On the login page, you will see Sign In/Sign Up Instructions on the left-side of the screen and a field to input the nominated Research Officer email on the right-hand side. Enter the email address and click 'Continue'.

IRISH RESEARCH COUNCIL
An Chomhairle um Thaighde in Eirinn

FAPESP
SÃO PAULO RESEARCH FOUNDATION

IRC-SPRINT Networking Call

Sign In/Sign Up Instructions

For New Users:

Please enter your email address and we will verify if you are in our system. If your email is part of our system, a confirmation will be sent to that address. *If your email is not in our system or you do not receive a confirmation email, please contact your administrator.*

Upon confirmation of your email, you will be taken to the Sign Up screen where you can choose a password to create an account. Once you have chosen your password, your account will be created and you will gain access to the portal.

For Returning Users:

Please enter your email address to the right, and we will verify if you are in our system. When found, you can enter your password and then gain access to the portal.

If you have any questions or concerns, please contact your administrator at ircsprint@research.ie. Thank you!

Welcome!

To get this process started, new and returning users please enter your email address below.

Email

[Continue](#) [Already have a confirmation code?](#)

Input the email address nominated by the Research Office. This will also be the email that receives the notifications of submitted applications to endorse.

Once you have clicked 'Continue', you will see a message stating that you have received a confirmation link to your email.

IRISH RESEARCH COUNCIL
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IRC-SPRINT Networking Call

Sign In/Sign Up Instructions

For New Users:

Please enter your email address and we will verify if you are in our system. If your email is part of our system, a confirmation will be sent to that address. *If your email is not in our system or you do not receive a confirmation email, please contact your administrator.*

Upon confirmation of your email, you will be taken to the Sign Up screen where you can choose a password to create an account. Once you have chosen your password, your account will be created and you will gain access to the portal.

For Returning Users:

Please enter your email address to the right, and we will verify if you are in our system. When found, you can enter your password and then gain access to the portal.

If you have any questions or concerns, please contact your administrator at ircsprint@research.ie. Thank you!

Welcome!

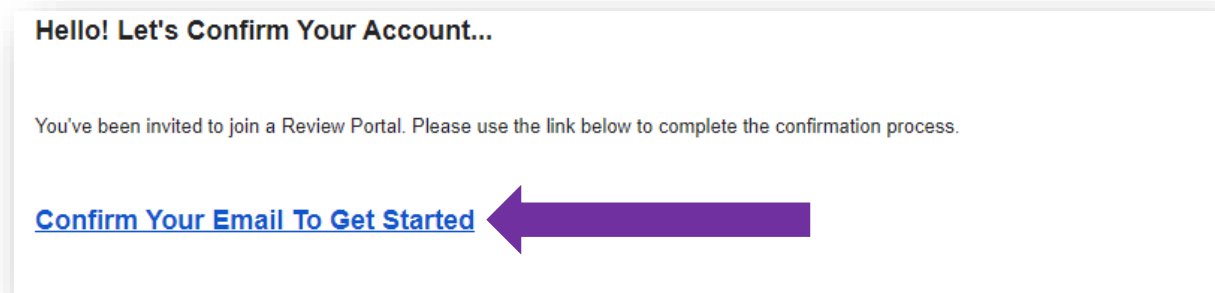
To get this process started, new and returning users please enter your email address below.

Email

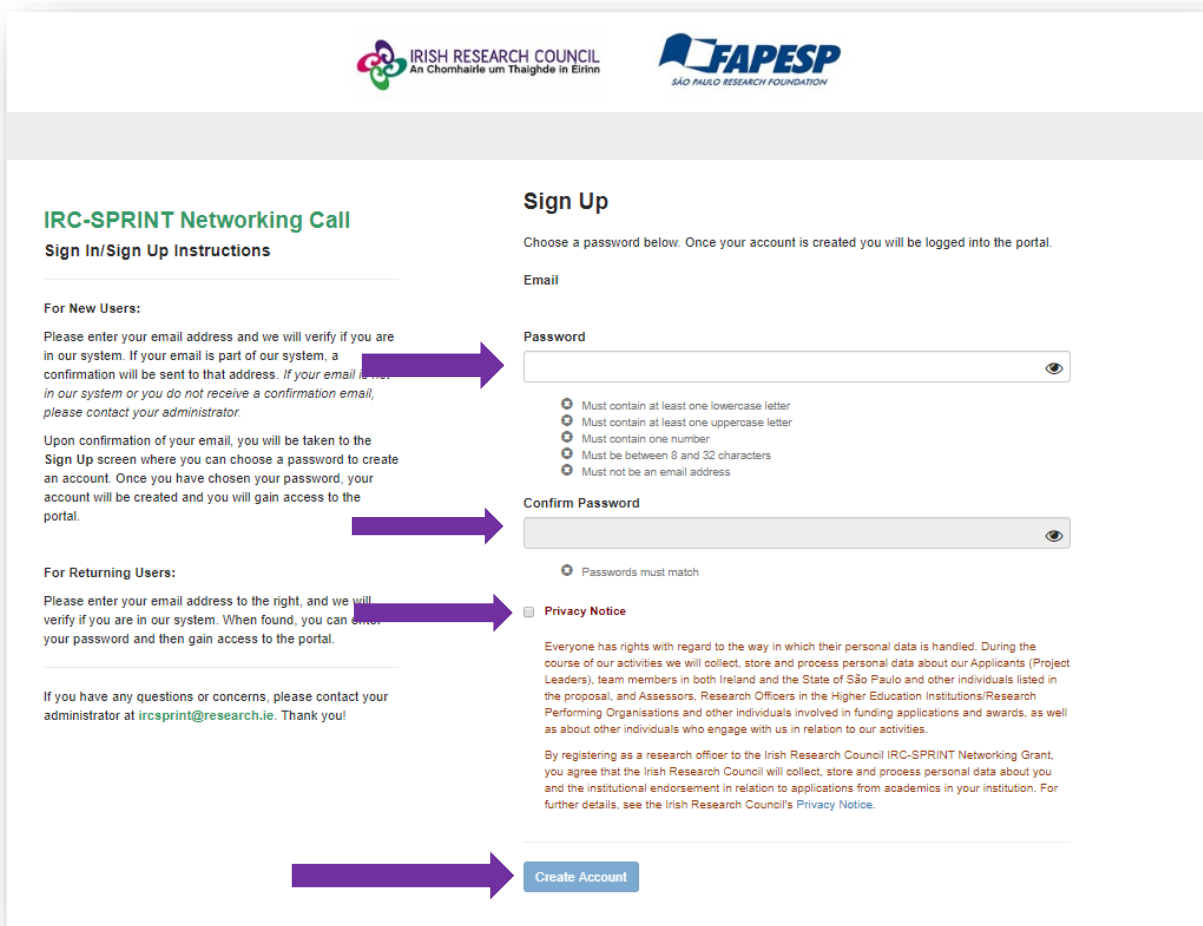
[Continue](#) [Already have a confirmation code?](#)

You will receive a confirmation email shortly with a confirmation code which will allow you to choose a password, create an account and log in. Please check and confirm or Resend Email.

The email confirmation will contain a link. Click 'Confirm Your Email to Get Started' to complete the account setup in a new window.



In the new 'Sign Up' window, you will be prompted to create and confirm a password and agree to a Privacy Notice before your account can be completed. Once you have created an approved password and agreed to the privacy notice, click the button 'Create Account'.



Once you have clicked 'Create Account', you will see a listing of all the submitted applications ready for endorsement who have identified their HEI/RPO as your institution. The listed candidates have completed and submitted the application form within the deadline.

3. Endorsing Applications

Each application will state the Project Leader and the Department within the HEI/RPO it is associated with.

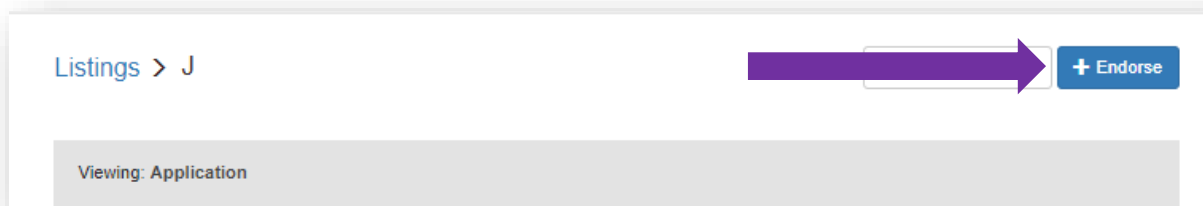
Click on the blue 'Review' button on the right-hand side of each application to view it and approve or decline your endorsement.

The screenshot shows the top of the application portal with logos for the IRISH RESEARCH COUNCIL and FAPESP. Below the logos is a search bar with 'Project Leader' selected. The main content area is titled 'Project Leader' and shows a list of three applications. Each application entry includes the Project Leader's name and the Department, followed by a blue 'Review' button. A purple arrow points from the text 'Begin reviewing the application and submit your endorsement.' to the 'Review' button of the second application. Another purple arrow points from the text 'in HEI/RPO' to the Department field of the same application. A third purple arrow points from the text 'Begin reviewing the application and submit your endorsement.' to the 'Review' button of the third application. On the right side, there are instructions for users, including steps on how to review and endorse applications.

By clicking on the 'Review' button, you will see the Application and Form Attachments. You can select the different attachments by clicking on the dropdown 'Form Attachments' menu. You can Click on 'Print' to print a pdf of the application.

The screenshot shows the details of a specific application. At the top, there are buttons for 'Switch to PDF View' and '+ Endorse'. Below this, the text 'Viewing: Application' is displayed. A dropdown menu labeled 'Form Attachments' is shown with a purple arrow pointing to it from the text 'Click here to view any required endorsement forms uploaded by the applicant.' To the right of the dropdown is a 'Print' button with a purple arrow pointing to it from the text 'You may print the application by clicking here.' The main content area shows the application title 'IRC-SPRINT Application' and a section titled 'Section 1 Partner Details'. Below this, the text '1.1 - Ireland' and 'Project Leader' is visible.

When you have reviewed the application, click the blue '+Endorsement' button in the upper, right-hand corner to complete your review.



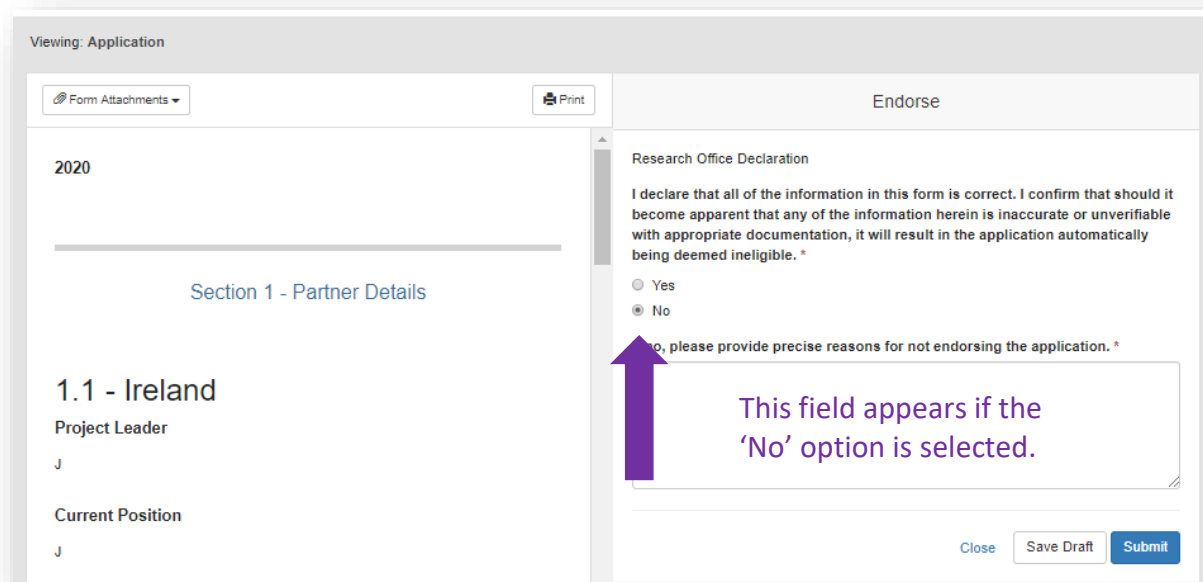
Once clicked, the option to provide your endorsement and either save a draft or submit your endorsement will appear.

3.1 Submitting a Research Office Endorsement Decision

By selecting 'Yes', the Research Officer endorses the application and, in so doing, confirms the following statement:

'I declare that all of the information in this form is correct. I confirm that should it become apparent that any of the information herein is inaccurate or unverifiable with appropriate documentation, it will result in the application automatically being deemed ineligible.'

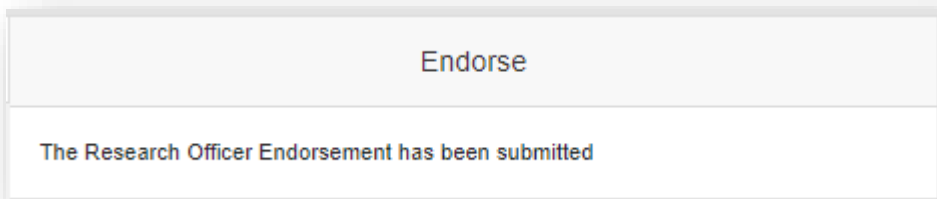
If the Officer selects 'No', they must provide precise details as to why they are not endorsing the application in the textbox that appears.



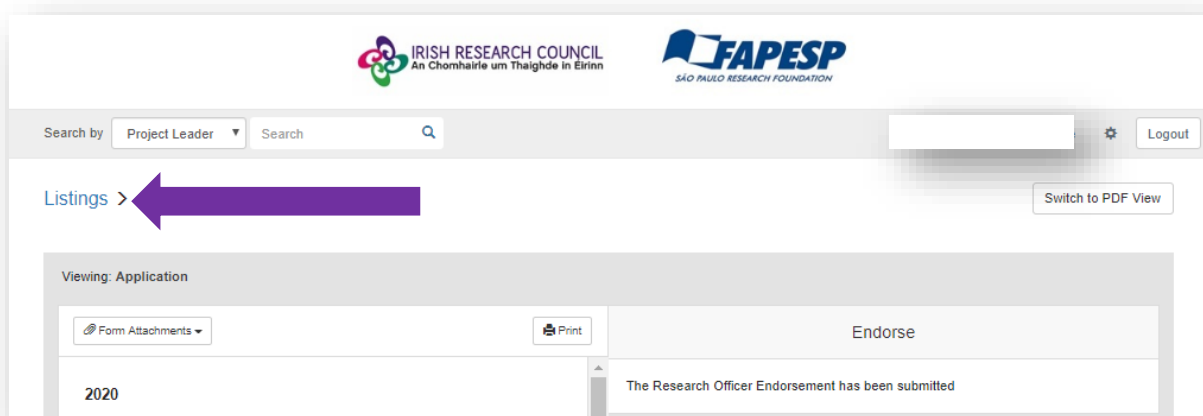
When you are satisfied with your response, click the blue 'Submit' button to complete the endorsement process for that individual application.

This endorsement decision is final and cannot be altered after you click 'Submit'.

Once you click 'Submit', the following message will appear, confirming that it has been submitted successfully.

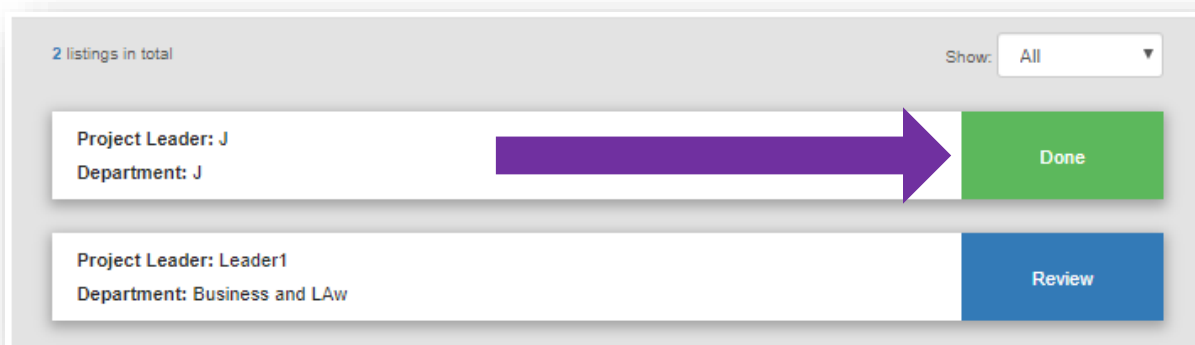


To return to the listing of your applications to endorse, click the blue word 'Listings' in the upper left-hand corner.



Applications that have been endorsed will display a green 'Done' button where the blue 'Review' button had previously been.

You may view endorsed applications at any point by clicking the 'Done' button, but you cannot alter your endorsement submission.



You can return to this portal at any time to endorse newly submitted applications and view applications that have been endorsed by entering your email address and the password you created during your registration process.

You will receive an email notification each time an application is ready for your endorsement.

4. Technical Queries & Next Steps

If you experience any technical problems, please clear the cache in your browser and continue.

Please contact ircsprint@research.ie, should you experience any technical difficulties.

The outcome of the call will be sent to all Research Offices and Applicants on 31 July 2020.