IRISH RESEARCH COUNCIL
An Chomhairle um Thaighde in Éirinn

2024 GOVERNMENT OF IRELAND POSTGRADUATE SCHOLARSHIP PROGRAMME

APPLICANT'S GUIDE TO THE ONLINE SYSTEM

Key dates	
Call open	16:00 (Irish time) 31 August 2023
FAQ deadline	16:00 (Irish time) 05 October 2023
Applicant deadline	16:00 (Irish time) 12 October 2023
Supervisor, mentor deadline	16:00 (Irish time) 19 October 2023
Research office endorsement deadline	16:00 (Irish time) 26 October 2023
Call outcome	April 2024
Award start date	1 September 2024

Due to heavy server traffic on the day of the applicant and academic supervisor/mentor deadlines, all participants are strongly advised to submit their forms well in advance of the relevant deadline. Applications cannot be submitted once the deadline has passed. Academic supervisor/mentor forms cannot be submitted once the deadline has passed.

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1. USING THE ONLINE APPLICATION SYSTEM

The grants management system is only compatible with the two most recent versions of Firefox, Chrome, Internet Explorer and Safari.

- If you have a technical issue regarding use of the online system, please read these guidelines and the FAQ document available on our website. If your issue is not addressed through either of these mechanisms, only then should you email system@research.ie with an outline of your technical issue.
- **For any technical query, please include:**
  - **your project ID**
  - **the browser you are using**
  - **and, if appropriate, a screenshot of any error messages.**
- **Applicants should not log into their profile or application form in different browsers at the same time.** This may cause the system to invalidate your login session and any information you have entered will be lost.
- **If you enter information and do not click the 'save draft' button before navigating away from the page, the information will be lost.**
- **No alterations can be made to an application once it has been submitted. It is therefore important that you check and re-check the application form until you are fully satisfied with all sections before submitting.**

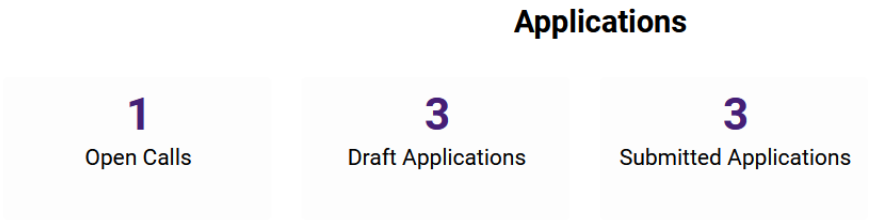
2. REGISTERING AS AN APPLICANT FOR THE FIRST TIME

- In order to register as an applicant on the online system for the first time, click here and complete the applicant registration form as prompted.
- Once you have filled in the required details, click 'submit' at the bottom of the registration page. A confirmation email will automatically be sent to the email address you have provided. This email confirms that you have successfully registered for the online system and will issue you with a username and password.

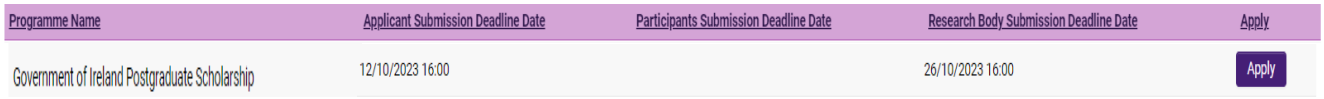
- If you do not receive this email, please check your spam folder and ensure that the ircapps@research.ie email address is on your 'safe senders' list. If you are using an institutional or work email account, you may need to check with your IT department to ensure there is no issue with your organisation's internal firewall.
- Once you have received your username and password, you should access the online system here using the login details provided.
- If you have lost or forgotten your password, navigate to this link and click 'forgot password?' A system-generated password will be forwarded to your email address. If you do not receive this email, please check your spam folder. Please note that it may take up to 15 minutes to receive the email containing your new password.

3. CREATING AN APPLICATION

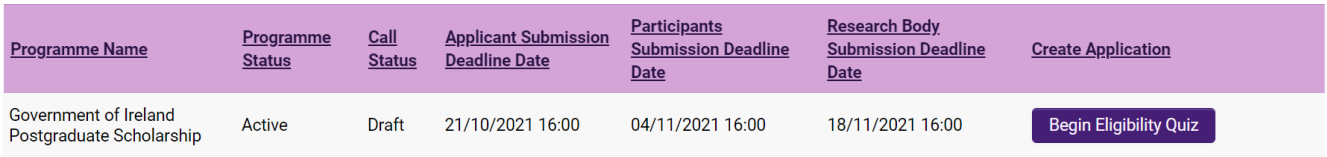
- When you log into the online system, you will be presented with the 'home' screen below where you can create and edit your application prior to the applicant deadline.



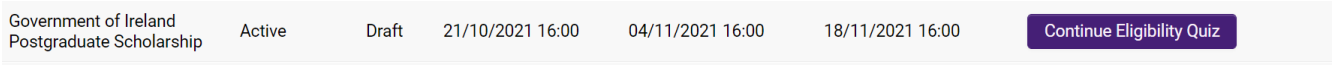
- Begin creating your application by clicking on the 'open calls' icon.



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- Click on the 'Begin Eligibility Quiz' button to access a short quiz which will determine whether or not you are eligible to apply to the programme.

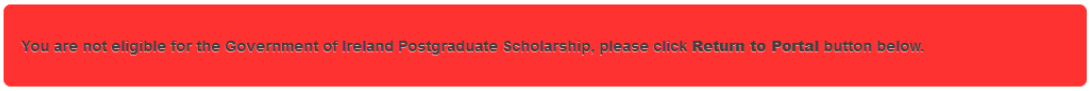


- After beginning the quiz, you may click on 'save draft', which will allow you to save your quiz and re-access it at a later time. To do so, after clicking on the 'open calls' icon, simply click on 'Continue Eligibility Quiz'.

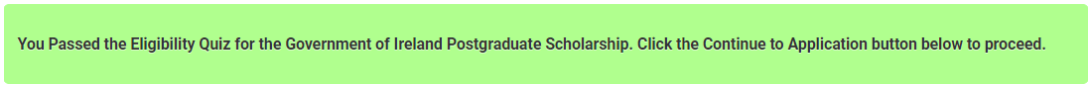


- Once you have completed the quiz, click on 'submit'. No alterations can be made to an eligibility quiz once it has been submitted. It is therefore important to check and re-check the eligibility quiz form until you are fully satisfied with all sections before submitting.

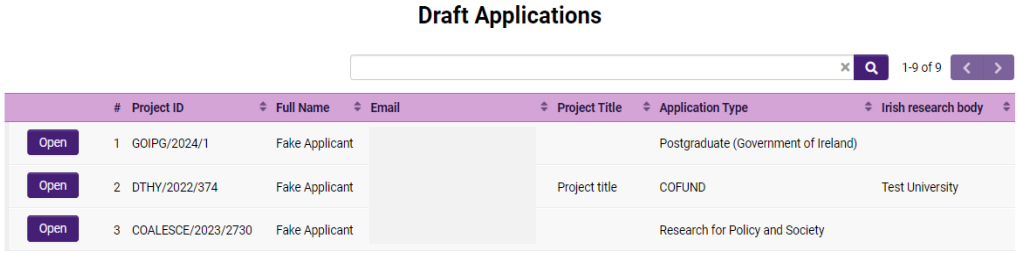
- Potential applicants who are not eligible to apply to the programme will receive the following message and will **not** be able to access an application form:



- Potential applicants who are eligible to apply to the programme will receive the following message and should click the 'Continue to Application' button at the bottom of the page:



- **Once you receive the eligibility message, you must immediately click on 'Continue to Application'. DO NOT navigate out of the page or reload the page before clicking on 'Continue to Application', or before the application form is open. Doing so will prevent you from starting your draft application and from re-submitting the Eligibility Quiz. The Irish Research Council will not reset an Eligibility Quiz.**
- Once the application form is open, it will **auto-save** after 2 to 3 seconds, after which it will become available under the **'draft applications'** icon in the homepage:

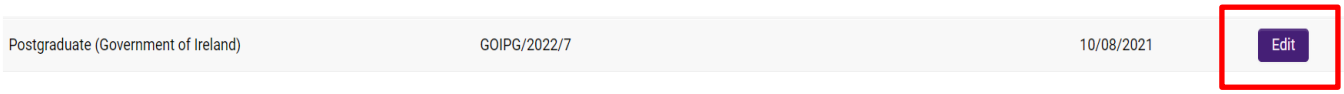


- Begin by selecting the appropriate scholarship for which you are applying and entering your project title.
- Your proposed higher education institution should be selected using the 'Irish research body' field. Use the predictive text field or click the 'lookup' button and select the appropriate check box next to your proposed higher education institution and it will be associated with your application.
- If you have selected 'yes' to your application being in Irish, you now have the option to 'upload' your own English translation in PDF format.

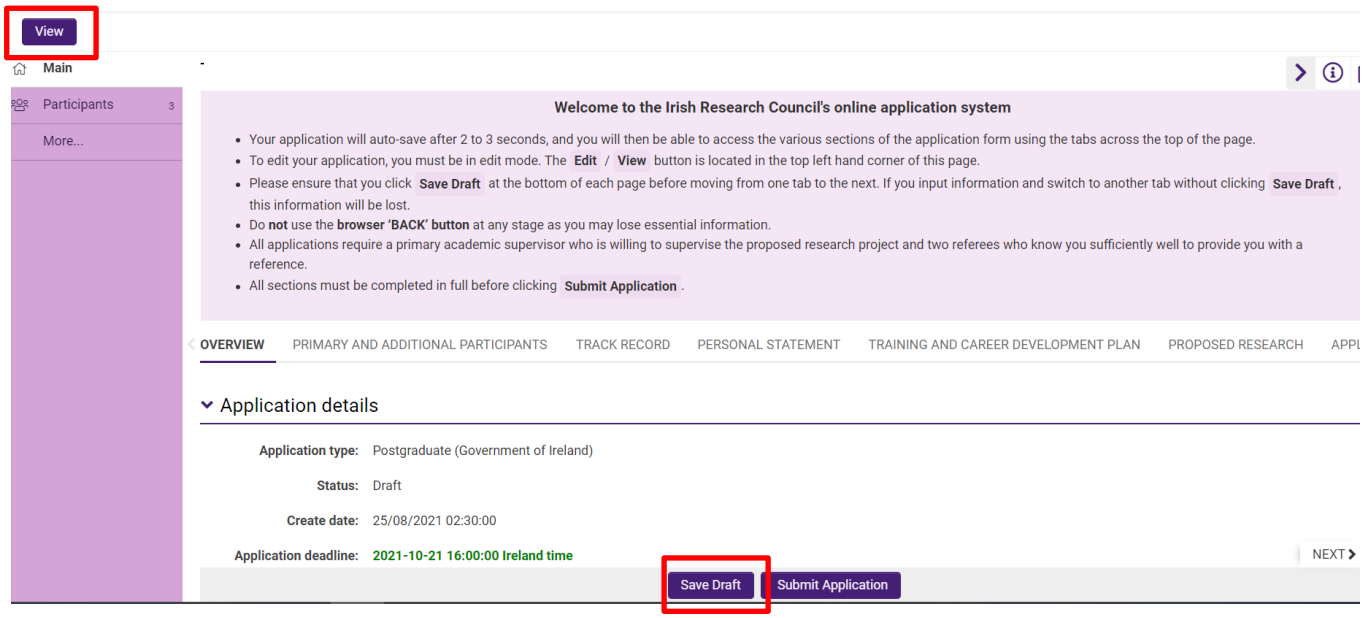
- The ‘applicant details’ section is largely populated based on your personal profile. If you would like to update any of this information, click ‘save draft’ and navigate back to the home screen where you can access your profile by clicking on your initial, at the top-right corner of the page.
- ORCID provides a persistent digital identifier that distinguishes you from every other researcher and, through integration in key research workflows such as manuscript and grant submission, supports automated linkages between you and your professional activities ensuring that your work is recognised. If you do not currently have an ORCID, please register for one at www.orcid.org.
- As detailed in the Call Document the duration of funding to be awarded is dependent on the type of degree being pursued. If the application is successful, funding will only be provided for the degree type requested in the original application.
- For applicants who have already completed part of the postgraduate degree for which they are seeking funding, the duration of funding to be awarded is dependent on the type of postgraduate degree being pursued and the date of first registration. **It is important to enter the date of first registration correctly as it is used to assess your eligibility for the type of degree selected and, if eligible, the duration of funding applicable.**
- Please only add participants to your application form under the ‘primary and additional participants’ tab. Please see section 5 (“Adding supervisor(s) to an application”) below for further instructions.

4. EDITING AN APPLICATION

- You can access and edit your application as often as you like prior to the applicant deadline so long as the application has not been submitted and remains in draft status. To access your application, from the home screen click on the ‘draft applications’ icon, and then on ‘edit’:



- Please ensure that you click the ‘save draft’ button at the bottom of each page before moving from one tab to the next. If you input information on a tab and switch to another without clicking ‘save draft’, this information will be lost. Do not use the browser ‘back’ button at any stage as you may lose essential information.
- You must be in ‘edit’ mode to input information to your application form. You can switch between the ‘view’ and ‘edit’ modes at the top left of the browser window:

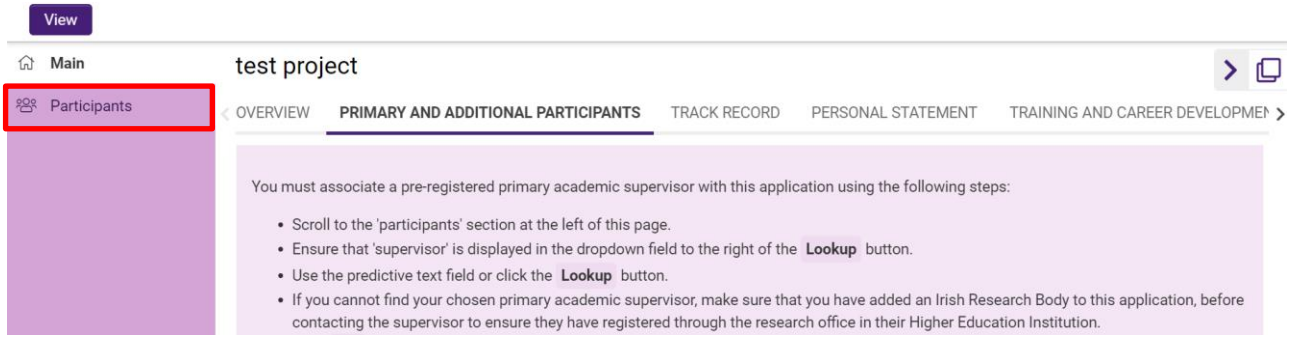


- **As each applicant can only submit one eligibility quiz and one application, the message below will now appear if you click on the 'open calls' icon on your home page:**

Government of Ireland Postgraduate Scholarship	Active	Draft	21/10/2021 16:00	04/11/2021 16:00	18/11/2021 16:00	You have already submitted an eligibility questionnaire

5. ADDING SUPERVISOR(S) TO AN APPLICATION

- It is the applicant's responsibility to ensure that their primary supervisor completes their reference form through the online system by the relevant deadline (see 2024 Call Document). Any application which does not have the required participant form (academic supervisor) completed in full and submitted via the online system by the relevant deadline will be deemed ineligible. The form will **NOT** be accepted by email, in hardcopy or by any other means. The Irish Research Council is not responsible for ensuring that the participant form is submitted on time through the online system. Due to heavy server traffic on the day of the applicant and academic supervisor deadlines, all participants are strongly advised to submit their forms well in advance of the relevant deadline.
- You must associate a pre-registered primary supervisor with your application through the participants section to the left of the 'primary and additional participants' tab.
- **Primary supervisor details must be the same as those input at the 'Eligibility Quiz' stage. Applications with a discrepancy in the name of the primary supervisor as detailed in the 'Eligibility Quiz' will be deemed ineligible.**
- To add the primary supervisor, scroll to the 'participants' section at the left of the 'primary and additional participants' page, and click on 'participants'.



- It is important that you ensure that 'supervisor' is displayed in the drop-down field to the right of the 'lookup' button when adding a primary supervisor to your application. Please do not add any other roles (e.g. academic mentor) to your application.



- Use the predictive text field or click the 'lookup' button to find and 'add' your chosen primary supervisor to your application, by clicking on the '+' button to the right of the drop-down field. Go back to the 'main' section of the application and click 'save draft': your primary supervisor will be associated with your application.
- **If you cannot find your chosen primary supervisor, please contact them to ensure they have been registered through the research office in their higher education institution.**
- Your primary supervisor is now an associated participant on your application and will receive an automatically generated email notifying them that they have been added as a participant to your application. This email will contain login details for the online system where they will be able to complete their supervisor reference form.
- **Applicants are advised to check with their primary supervisors that they have received this email. If they do not receive the email, they should check their spam folder and ensure that the ircapps@research.ie email address is on their 'safe senders' list. If they are using an institutional or work email account, they may need to check with their IT department to ensure there is no issue with their organisation's internal firewall.**
- One secondary supervisor may be associated with your application, who can be based in any higher education institution in Ireland or abroad. Please note that secondary supervisors will **NOT** receive an email notifying them that they have been added as a participant to your application. **Secondary supervisors do NOT have to submit a participant form.**
- If you have added the incorrect supervisor's name to your application (ie. different to the primary supervisor's name entered in the submitted eligibility quiz), this must be corrected while the application is in draft status. To remove them from your application, select the check box beside their name in the participants section, click the 'remove' button and save your application. The primary supervisor will then be removed, and you can add the correct primary supervisor as per the instructions above.

Please be reminded that the primary supervisor associated with your application must be the same as the primary supervisor listed on your submitted eligibility quiz. **If you remove a primary supervisor from your application, they will not be automatically notified. It is the applicant's responsibility to notify the primary supervisor that they are no longer assigned to an application**.

- If the primary supervisor in question has been registered with the incorrect email address, then the research office should contact the Irish Research Council to amend the primary supervisor's contact details on the online system.
- **Please note that supervisors cannot create or submit their reference form until after you submit your application**. Prior to submitting your application, your primary supervisor can view your application in draft status.
- Please be advised that while a secondary or co-supervisor can be included in the application, solely the primary supervisor will be required to submit a supervisor's form.
- Once all the relevant participants have been added to your application, their details will be listed in the 'participants' section to the left of the 'primary and additional participants' tab.

6. COMPLETING THE APPLICATION

- As per the Call Document, in order to ensure a level playing field for all applicants the Irish Research Council seeks to gender-blind the assessment process for these programmes. **As such, applications must be anonymous and free from pronouns or other words which would identify the applicant's identity and gender.** In order to comply with these guidelines, we ask that you do not use your name or give any clue as to your identity and gender - **e.g.: use 'the applicant' instead of your name if including any of your own publications.**
- **All degree results as entered in the application form and endorsed by the host institution must be the applicant's overall results and verifiable as such on official transcripts.** Regardless of whether they are relevant to the eligibility requirements for the programme, conditional awardees will be required to submit official transcripts for each degree listed in the application confirming the overall result, date of graduation and awarding institution. **If such transcripts cannot be presented, or do not verify the information exactly as detailed in the application, any conditional offer of an award will be withdrawn.** If requested, supporting, non-returnable material must be forwarded to the Irish Research Council for inspection before the award can commence. All transcripts must be appropriately stamped and signed to confirm that they are official documents of the institution.
- If your degree results refer to a grading system other than the Irish honours system (first class honours, upper second class (2.1) honours etc.) or the 4.0 grade point average scale, **please enter them exactly as they appear on your transcripts** but explain the grading system being referred to in the free text box provided, including the link to any grade converter website used.

- When completing the 'proposed research' tab, **you must only answer 'yes' to the question '*will you be a new entrant to the degree for which you are seeking Irish Research Council funding on 1 September 2024?*' if you will be first registering for your PhD from the 1 September 2024.**
- When completing the 'proposed research' tab, please consult the Irish Research Council's research categorisation document for further descriptions of primary area, discipline and other research areas.
- When completing the 'sex/gender dimension' section, please consult the Irish Research Council's sex/gender dimension statement for further information, in the 2024 Call Document.
- **Applications are expected to be entirely the applicant's own work.** Random sampling for evidence of plagiarism and excessive duplication will be carried out during the application and award process. Plagiarism is defined as the appropriation of another person's ideas, processes, results, or words without giving appropriate credit. It will be deemed that excessive duplication has arisen when significant portions of one or more applications are similar or identical in content to other current or past applications. **If such instances of plagiarism or excessive duplication are identified by the Irish Research Council at any stage during the application or award process, the relevant application(s) will be deemed ineligible, award offers will be withdrawn, or active awards will be terminated with one month's notice.** Such instances of plagiarism or excessive duplication will also be brought to the attention of the host institution and the applicant in question will be prohibited from applying for Irish Research Council funding in the future.
- **No alterations can be made to an application once it has been submitted. It is therefore important to check and re-check the application form until you are fully satisfied with all sections before submitting. If successful, you will only be offered funding to carry out the project as detailed in the application.**
- In order to submit your application, click 'submit application' at the bottom of the form.
- The following message will be displayed once your application has been submitted successfully.



Submission Successful

Project ID:

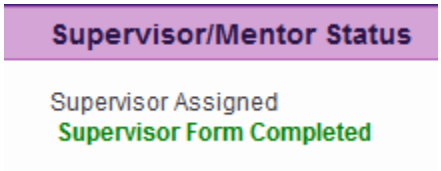
Project Title:

- Once an application has been submitted, the online system generates an automated email to the primary supervisor included on the application.

- Please note that the primary supervisor can only complete their form after the applicant has submitted their application.

7. CHECKING THE STATUS OF PRIMARY SUPERVISOR FORM

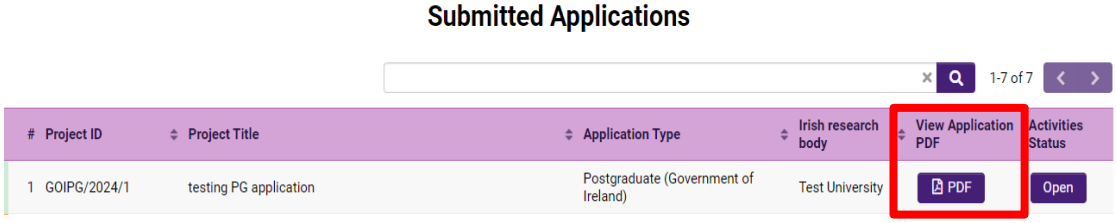
- It is the responsibility of the applicant to ensure that the primary supervisor forms are submitted **by the relevant deadline (see 2024 Call Document).**
- The status of these forms can be checked at any stage by logging into the online system and clicking on the 'submitted applications' icon on the 'home' screen. The information contained in the 'supervisor/mentor status' columns confirm the status of their reference form.
- If the form is listed as 'in preparation' or 'draft', it has not been received by the Irish Research Council. If the form is listed as 'submitted' or 'completed', it has been received by the Irish Research Council.



- **If necessary, you should contact your proposed primary supervisor to ensure their forms will be submitted before the deadline. The online application system will automatically prevent submission of these forms after the deadline has passed.**

8. ENDORSEMENT OF APPLICATIONS

- The research office endorsement is the final step in the application process. All applications must be endorsed on behalf of the proposed higher education institution by the office of the vice-president/dean of research as applicable.
- You will be able to see the "Research Office Decision" by accessing the PDF of your application by selecting "Submitted Applications" in your portal.



- Please note that the Research Officer decision will only be available in the PDF once the decision is submitted by the HEI.

Postgraduate (Government of Ireland)

Research Office Decision

Decision Submitted: Endorse

Date Submitted: 03/08/2023