IRISH RESEARCH COUNCIL
An Chomhairle um Thaighde in Éirinn

#LoveIrish Research

# Irish Research Council
# Employment Based Programme (Postgraduate) 2021

## Guide for Employment Mentors

This document is provided to assist you in submitting an Employment Mentor's form for applications under the Employment Based Postgraduate Programme 2021.

**The deadline for submitting your Employment Mentor form is no later than:**

**16:00 (Irish time) Wednesday 9 December 2020**

The Council will only accept forms submitted to the Online System (OLS), as explained below. Please do not send emails or hard copies of your Employment Mentor Form. Applications to the scheme will be deemed ineligible and will not be considered for funding if they do not have all the required participant forms completed in full and submitted via the OLS by this deadline.

**Please read this document prior to completing your form and ensure you have read the Employment Based Programme 2021 Terms and Conditions.**

## 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 continue to experience any difficulties.

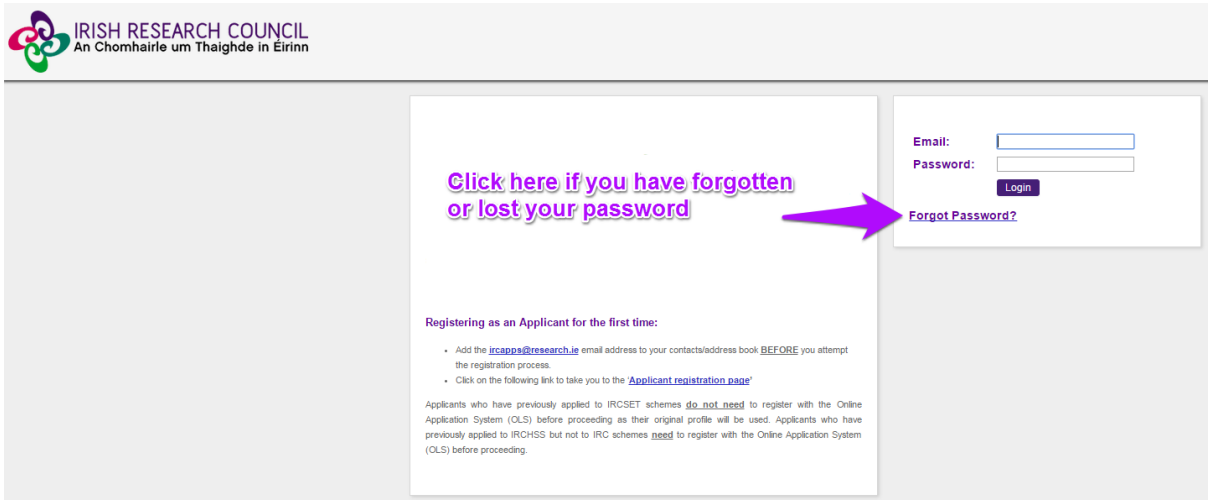
Once an applicant adds you to their application as an Employment Mentor, you will receive an email containing your username (your email address) and password, and a link to the login page: https://irishresearch.smartsimple.ie/s_Login.jsp

The online system can only be successfully accessed and supported through the following browsers: Internet Explorer (version 10 and higher), FireFox (2 most recent versions), Google Chrome (2 most recent versions) or Safari (2 most recent versions). Do not use a mobile phone or tablet to submit form.

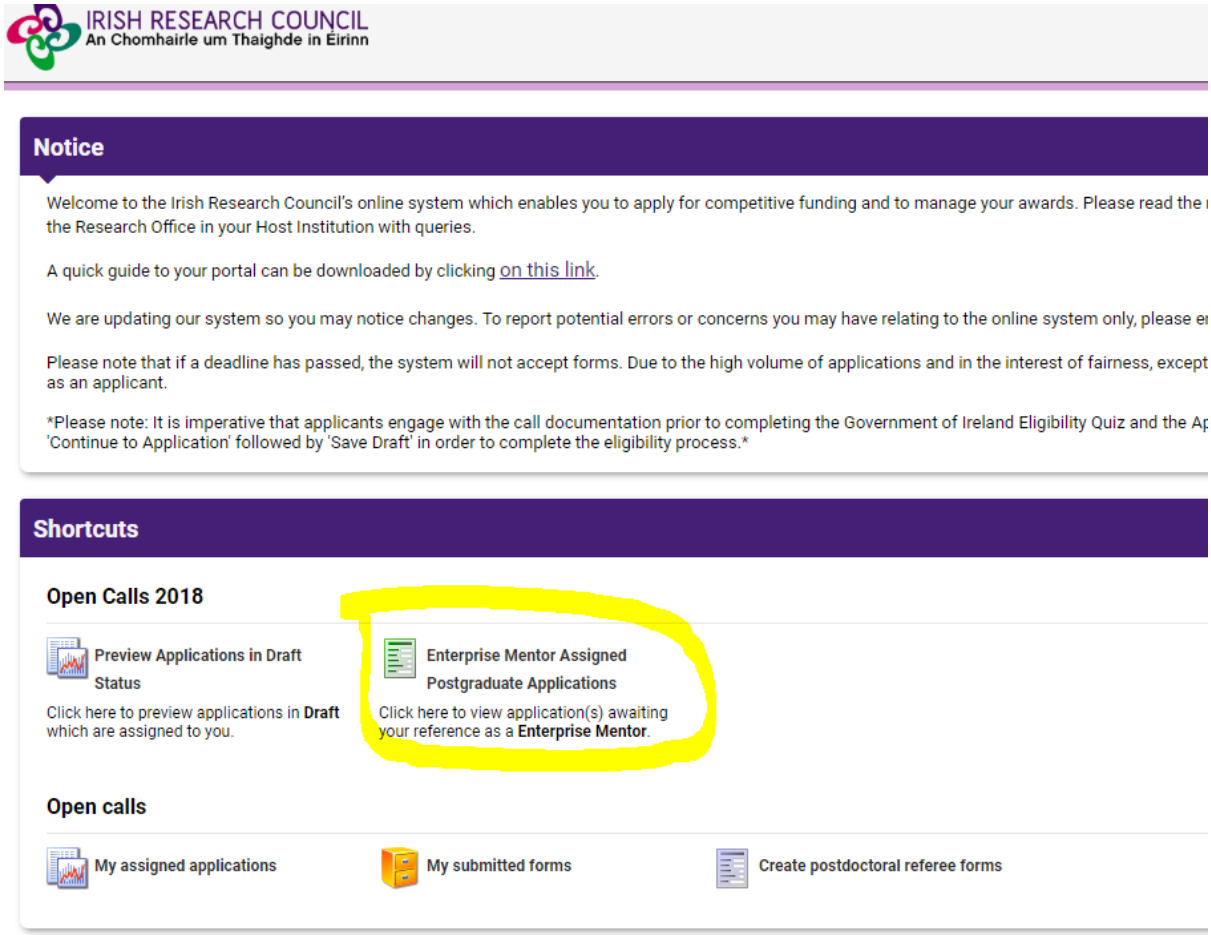
Ensure that the email address ircapps@research.ie is on your 'safe senders' list. You may need to check with your IT department to ensure there's no issue with your organisation's internal firewall.

Please ensure to provide an appropriate email address as we will be eliminating applications where the enterprise mentor or enterprise partner is using generic email addresses (e.g. gmail).

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.

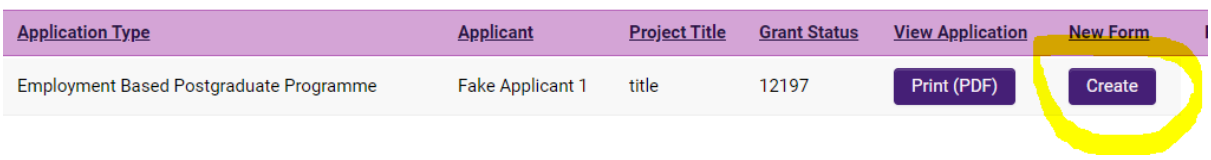


When you have logged on, the following screen will be displayed:



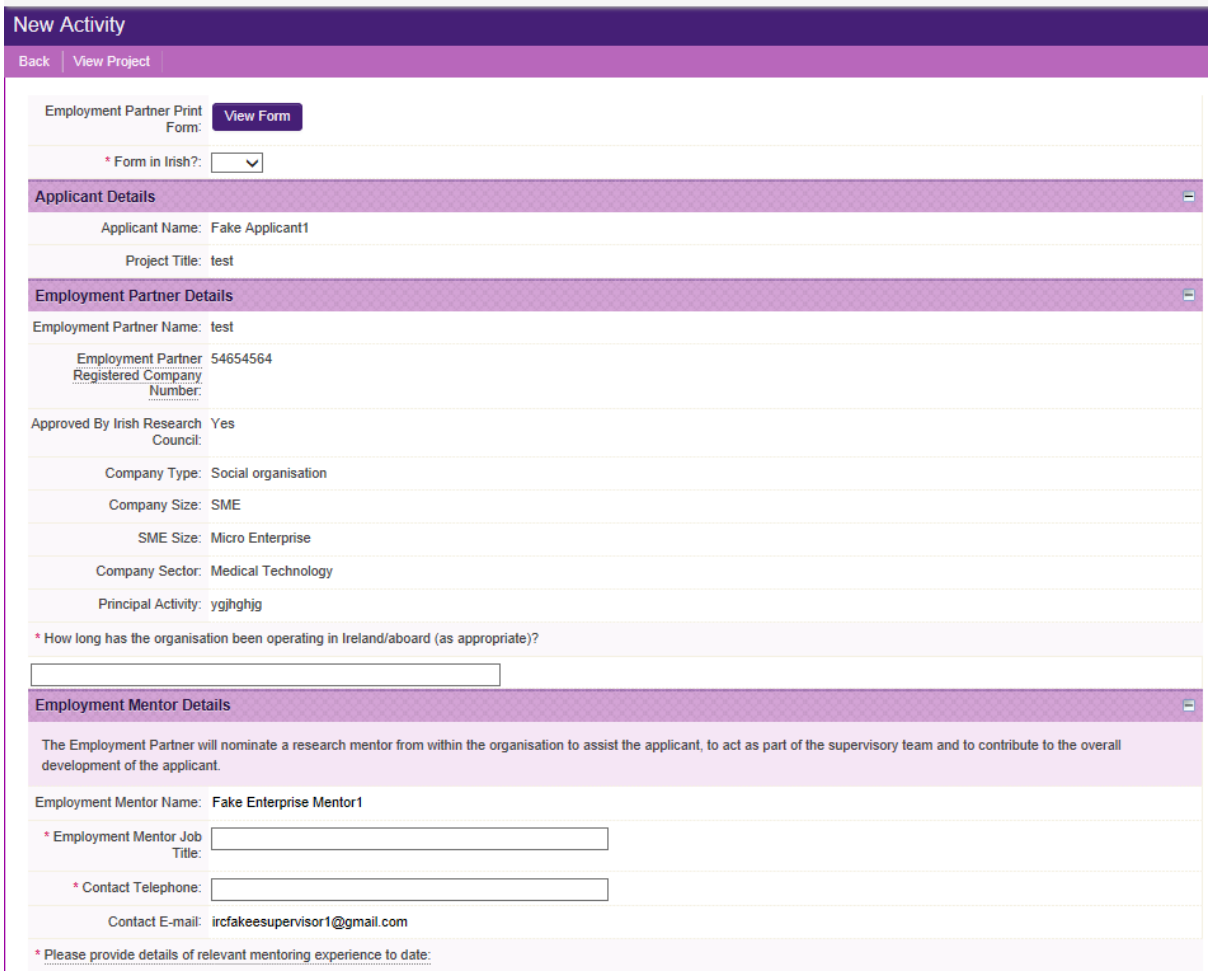

## Creating your Employment Mentor Form

Click on the icon '**Enterprise 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.



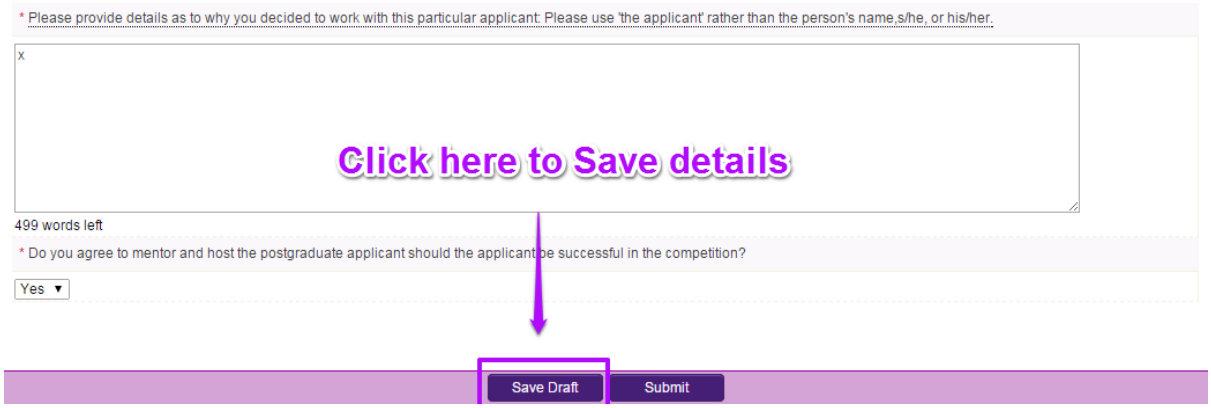
## Editing the Employment Mentor Form

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

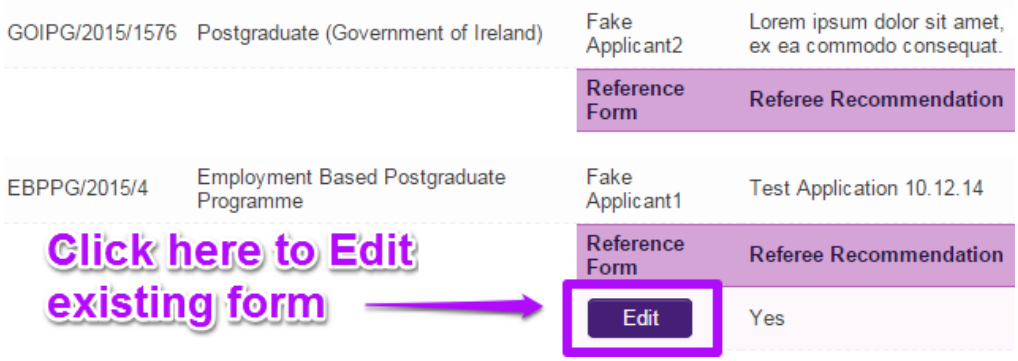



Fill in the required sections. Your data can be saved by clicking on the '**Save Draft'** button at the bottom corner of the screen. Note: The screenshot above is just an example of the sections that are required and does not include all the sections that need to be filled out. Please scroll the page 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.



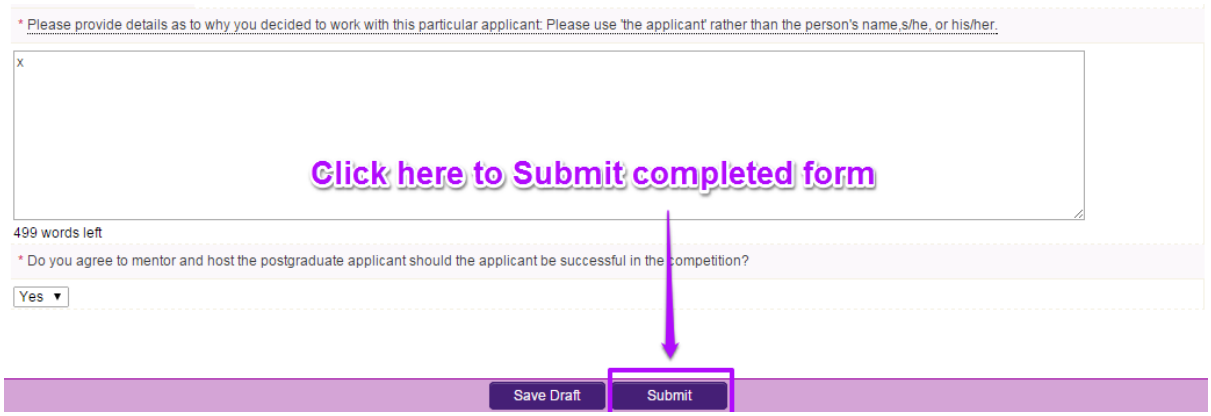

Once you have saved a draft, under '**Enterprise Mentor Assigned Postgraduate Applications'** you will see your Reference form as *Form Created*. Click on '**Edit'** to edit the form (see below). **Save Draft** must be used to save the information you have entered.



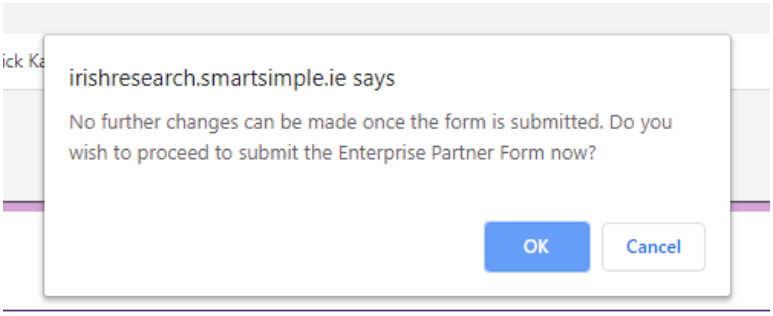

## Submitting the Employment Mentor Form

**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.



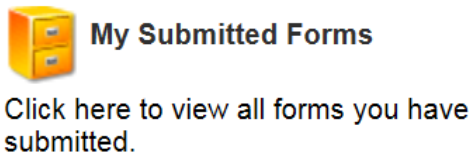

The following message will appear:




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.