

**ENTERPRISE PARTNERSHIP SCHEME**

**2021**

**GUIDE FOR REFEREES**

**Including details of the ONLINE APPLICATION SYSTEM (OLS)**

**Important dates**

Call Open	Wednesday 16:00 (Irish time) 21 October 2020
FAQ Deadline	Wednesday 16:00 (Irish time) 25 November 2020
Applicant Deadline	Wednesday 16:00 (Irish time) 2 December 2020
<b>Academic Mentor ('Mentor in Ireland') / Supervisor / Enterprise Mentor / Referees Deadline</b>	<b>Wednesday 16:00 (Irish time) 9 December 2020</b>
Research Office Endorsement Deadline	Wednesday 16:00 (Irish time) 16 December 2020
Outcome of Scheme	April 2021
Fellowship start date	1 September 2021

**Due to heavy server traffic on the closing day of the competition, applicants are strongly advised to submit applications well in advance of the closing day of the competition.**

## About the Guide for Referees

- This guide provides practical information to enterprise mentors for submitting a reference form for an applicant to the Irish Research Council Enterprise Partnership Scheme Postgraduate Scholarship.
- The Irish Research Council Enterprise Partnership Scheme is governed by the Terms and Conditions and award acceptance form. The content of this guide is for general information purposes only. In the event of a discrepancy arising between this guide and the Terms and Conditions or award acceptance form, the latter documents will prevail.
- This document is provided to assist you in submitting a reference form for applications under the Irish Research Council Enterprise Partnership Scheme.

## Using the online application system

- Before using the system, please clear your cache and download the most recent version of Chrome. The online system is operational using the following browsers:
  - Google Chrome: two most recent versions
  - Microsoft Internet Explorer: version 10.0 and higher
  - Mozilla Firefox: two most recent versions
  - Safari: two most recent versions
- 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 [schemes@research.ie](mailto:schemes@research.ie) with an outline of your technical issue and a screenshot.
- 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' button before navigating away from the page, this information will be lost.
- Please ensure that the email address [ircapps@research.ie](mailto:ircapps@research.ie) is on your 'safe senders' list. You may need to check with your IT department to ensure there is no issue with your organisation's internal firewall.
- 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.

**Registering as an applicant for the first time:**

1. Add the [ircapps@research.ie](mailto:ircapps@research.ie) email address to your contacts BEFORE you attempt the registration process.
2. Click on the following link to take you to the '[applicant registration page](#)'.
3. Applicants must nominate one email address by which the online system will identify them.

**Browser Support Information**

Supported browsers: [Firefox](#) (2 most recent versions), [Chrome](#) (2 most recent versions), [Internet Explorer](#) (2 most recent versions), [Safari](#) (2 most recent versions).

Email:

Password:

Login

**Forgot password?**

Please note that it may take up to 15 minutes to receive the automated email with your new password.



[Request a new password here. Ensure your email inbox accepts mail from \[ircapps@research.ie\]\(mailto:ircapps@research.ie\)](#)

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

**Notice**

Welcome to the Irish Research Council's online system which enables you to apply for competitive funding and to manage your awards. Please read the relevant funding pages on [our website](#) for further details relating to application procedures at the Research Office in your Host Institution with queries.

A quick guide to your portal can be downloaded by clicking [on this link](#).

We are updating our system so you may notice changes. To report potential errors or concerns you may have relating to the online system only, please email [system@research.ie](mailto:system@research.ie)

Please note that if a deadline has passed, the system will not accept forms. Due to the high volume of applications and in the interest of fairness, exceptions to deadlines will not be made. If you cannot see the Open Call icon, please follow the Guide as an applicant.

**Shortcuts**

**Open Calls 2018**

 Preview Applications in Draft Status  
Click here to preview applications in Draft which are assigned to you.

**Open calls**

 My assigned applications    Create postgraduate referee forms    Edit and review referee forms    My submitted forms    Create postdoctoral referee forms    Edit referee forms

Select:



**Edit and review referee forms**

## Edit your Referee Form

Click on the icon 'Edit and review referee forms' in order to view applications awaiting your reference. This will bring you to the following screen where you can create your referee report by clicking the 'Create' button.

Referee Assigned Postdoctoral Applications					
Project ID	Application Type	Applicant	Project Title	Status	New Reference Form
EPSPD/2019/166	EPS Postdoctoral Application	Fake Applicant2	Postdoctoral Project Test	Application Received	<a href="#">Edit</a>

[Click 'Edit' to create a Reference form in respect of the Application.](#)

### Activity - Referee Form

Owner: FAKE REFEREE

**GUIDELINES** [Click here for guidelines.](#)

1. You have been nominated as a referee for a Postdoctoral Fellowship application which is being made to the Irish Research Council.
2. As Referee, you do not have access to the Applicant's proposal.
3. You can complete this reference form by completing the fields below and clicking the **Submit** button at the bottom of the screen.
4. If you don't want to complete the reference right now, you can save a draft by clicking **Save Draft** at the bottom of the screen and return later.
5. You can find out more about Irish Research Council by visiting our **WEBSITE**. [Further information on the scheme is available here.](#)
6. Should you experience any technical issues, please contact us by sending an email to [schemes@research.ie](mailto:schemes@research.ie) with details of the issue, the project ID and the applicant's name.
7. Please remember that the deadline for submission of this reference form is exactly **16:00 (Irish time) 12 September 2018**, which will have been indicated in the application.

**NOTE: Applicants will not have access to any of the information you provide in this form.**

Referee form: [View Form](#) [View Application form here.](#)

\* Form in Irish?:  Yes  No

English translation: [Upload Translation in Irish here \(if required\).](#)

**Applicant Details**

Applicant's name: Fake Applicant2

Project ID: EPSPD/2019/166

Project title: Postdoctoral Project Test

Higher education institution: Test University

**Referee Details**

Name: FAKE REFEREE

[Save Draft](#) [Submit](#)

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.

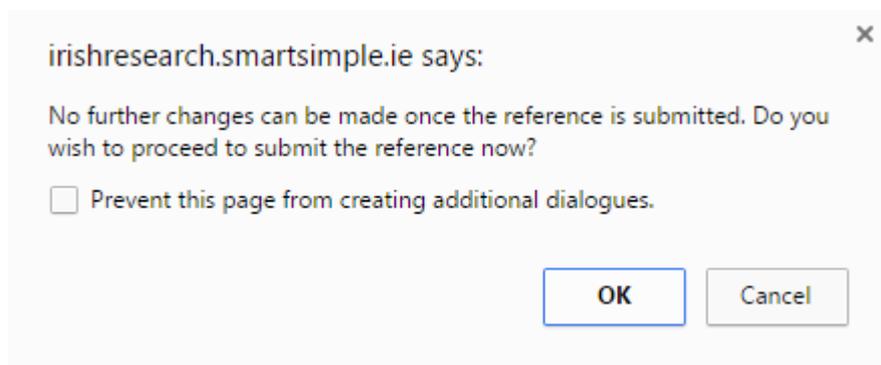
You can then complete your reference. This reference is an essential element of the application. Your data can be saved by clicking on the **'Save Draft'** button at the bottom of the screen. Do not click away to another tab or desktop until information has been saved, as you may lose information otherwise.



Before submitting your reference, you can access and edit your form as many times as you wish by logging in and clicking  below the chosen application.

### **Submitting the Referee 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 the form, you must first open the form by clicking the 'Edit' button below the chosen application, as indicated above. Then select the **'Submit'** button at the bottom of the screen. You must click **'Submit'** in order for the application to proceed to assessment.

Once the form has been submitted the following message will appear:

## **Referee Form Submission Successful**

Project ID:

EPSPD/2019/166

Project Title:

Postdoctoral Project Test



### 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.



## My Submitted Forms

Click here to view all forms you have submitted.

### The following list will appear.

My Submitted Forms						
					60 ▾	< 1 of 1 >
<u>Project Type</u>	<u>Project ID</u>	<u>Project Title</u>	<u>Form Name</u>	<u>Date Submitted</u>	<u>View Form</u>	
1	EPS Postdoctoral Application	EPSPD/2019/166	Postdoctoral Project Test	Referee Form	17/07/2018	<a href="#">View</a>

[View your submitted Referee Form here.](#) 

- You will receive an email confirming receipt of your reference.
- The applicant's online profile will be updated to confirm that you have submitted the reference.
- The applicant will not have visibility of any information you have entered at any stage.