



2023 GOVERNMENT OF IRELAND POSTDOCTORAL FELLOWSHIP SCHEME

ACADEMIC MENTOR'S GUIDE TO THE ONLINE SYSTEM

Key dates	
Call open	8 September 2022
FAQ deadline	16:00 (Irish time) 13 October 2022
Applicant deadline	16:00 (Irish time) 20 October 2022
Supervisor, mentor deadline	16:00 (Irish time) 27 October 2022
Research office endorsement deadline	16:00 (Irish time) 03 November 2022
Call outcome	End of March 2023
Award start date	1 September 2023

Due to heavy server traffic on the day of the applicant and academic mentor deadlines, all participants are strongly advised to submit their forms well in advance of the relevant deadline.

TABLE OF CONTENTS

1. HELP WITH TECHNICAL ISSUES	2
2. LOGGING INTO THE ONLINE SYSTEM.....	2
3. CREATING AND EDITING YOUR ACADEMIC MENTOR FORM	3
4. SUBMITTING YOUR ACADEMIC MENTOR FORM	4
5. EFFECTS OF SUBMITTING YOUR ACADEMIC MENTOR FORM	4

1. HELP WITH TECHNICAL ISSUES

- This document is provided to assist you in submitting an academic mentor’s reference form for applications under the 2023 Government of Ireland Postdoctoral Fellowship Scheme. Please read it carefully before submitting your reference form online. **The Irish Research Council will only accept reference forms submitted through the online application system. Please do not send your reference form to the Council by email or in hard copy.**
- Please 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 is no issue with your organisation’s internal firewall.
- If you experience any technical issues, please clear the cache in your browser and continue. If the issue persists, please contact system@research.ie. Where possible, please include:
 - the project ID of the application,
 - the browser you are using
 - and, if appropriate, a screenshot of any error messages.
- The grants management system is only compatible with the two most recent versions of Firefox, Chrome, Internet Explorer and Safari.

2. LOGGING INTO THE ONLINE SYSTEM

- Each higher education institution is responsible for registering their academic mentors on the online system. When initially registered, you should have received an email containing your username (which is your email address), password, and a link to the [login page](#). If you are not yet registered on the online system, please contact your research office to find out why.
- If you have lost or forgotten your password, navigate to the [login page above](#) 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.

- **You will not be able to create and submit your academic mentor form until the applicant has submitted their application.** Once logged in, the screen below will be displayed. Details of the application can be previewed while it is in draft status by clicking on the 'Activities Pending Action' icon.

3
Activities Pending Action

Activities Pending Action

1-3 of 3

#	Project ID	Project Title	Application Type	Irish research body	View Application PDF	Activity Type
Open	1	Test test test		Test University	Applicant View	Academic Mentor in Ireland Form

- Click on the 'Applicant view' button beside an application in order to preview it. The status of the application to which you have been assigned is also detailed on this page.

3. CREATING AND EDITING YOUR ACADEMIC MENTOR FORM

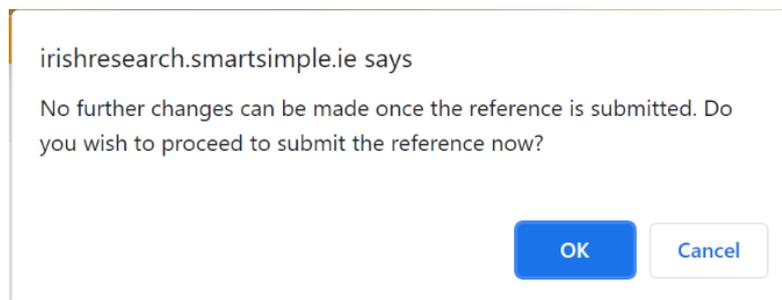
- Once the applicant has submitted their application, you should receive an automated email asking you to log in and submit your academic mentor form. Click on the 'activities pending action' icon on the home page in order to view any postdoctoral applications awaiting your reference. If you wish to view the application as it was submitted, please click on the 'Applicant View' button.
- Once you have clicked 'open', the reference form will open in edit mode. You can then complete your reference. This reference is an essential element of the application, and all sections should be completed in full. The information you have entered can be saved at any time by clicking on the 'save draft' button at the bottom of the screen. Please do not navigate to any other tab or browser until all the information you have entered has been saved.
- **The Irish Research Council maintains 'gender-blinding' of applications for evaluation purposes to mitigate any gender bias in the assessment of excellence. As such, our assessors review applications that are anonymous and free from pronouns or other words which would identify the applicant's gender. In order to comply with these guidelines, we ask that you use 'the applicant', 's/he' and 'his/her' when providing your**

observations rather than the person's name or pronouns which would identify their gender.

- Academic mentors can access and edit their forms as often as necessary prior to submission by logging into the 'activities pending action' section of the online system and clicking on the 'edit' button.

4. SUBMITTING YOUR ACADEMIC MENTOR FORM

- Click 'submit' to submit your reference form.
- The following message will appear:



- If you are happy with the content of the form, click 'ok'. **Please note that no changes can be made to a reference form once it has been submitted. It is therefore vital that you are completely satisfied with the content of your form prior to final submission.**
- Once submitted, you will receive an automated email confirming receipt of your form.
- The following message will be displayed once your form has been submitted successfully.

Mentor Form Submission Successful

Project ID:

Project Title:

5. EFFECTS OF SUBMITTING YOUR ACADEMIC MENTOR FORM

- Once submitted, you can view your form by clicking on the 'submitted activities' icon on your home page.
- Click the 'view' button beside the relevant application. Please note that you will not be able to edit the form at this stage.
- Once submitted, you will receive an automated email confirming receipt of your form.
- The applicant's online profile will be updated to confirm your form has been submitted.
- Please note that the applicant does not have visibility of information you have entered in your form at any stage.