



## 2024 GOVERNMENT OF IRELAND POSTDOCTORAL FELLOWSHIP SCHEME

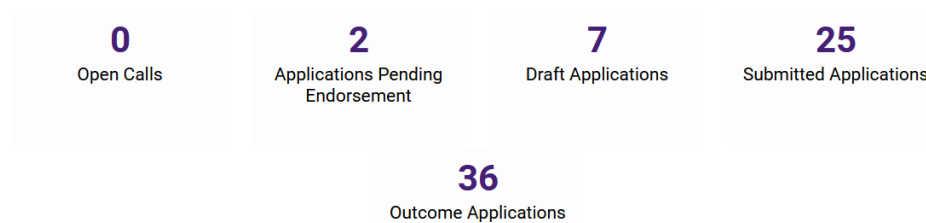
### RESEARCH OFFICE GUIDE TO THE ONLINE SYSTEM

| Key dates                            |                                    |
|--------------------------------------|------------------------------------|
| Call open                            | 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 mentor deadlines, all participants are strongly advised to submit their forms well in advance of the relevant deadline.**

## LOGGING INTO THE ONLINE SYSTEM:

- The grants management system is only compatible with the two most recent versions of Firefox, Chrome, Internet Explorer and Safari.
- Research officers who are registered on the Irish Research Council's [online system](#) should have received a confirmation email containing their username (email address) and password.
- If you have lost or forgotten your password, navigate to the link 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.
- If you do not receive this email, please check your spam folder and ensure that the [ircapps@research.ie](mailto:ircapps@research.ie) email address 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 a technical issue registering for the online system, please email [system@research.ie](mailto:system@research.ie) for further assistance.
- Once logged in, the screen below will be displayed:



## VIEWING APPLICATIONS IN DRAFT STATUS:

- Click on the 'draft applications' icon to view any draft applications associated with your higher education institution.

### Draft Applications

Search: [ ] 1-3 of 3 < >

| #    | Project ID | Project Title  | Application Type                                | Irish research body |
|------|------------|----------------|---|---------------------|
| Open | 1          |                |   |                     |
| Open | 2          | GOIPD/2023/898 | Postdoctoral Fellowship (Government of Ireland) | Test University     |
| Open |            |                |   |                     |

- The following information will be visible for applications in draft status:
  1. Project ID
  2. Applicant's name and email address

Project title

3. Type of Application (ie. Postdoctoral fellowship – Government of Ireland)
4. A PDF of the draft application ('Print (PDF)' button)

- All applications require a mentor to be added as a participant. It is not possible to add a secondary mentor to a postdoctoral application although it is possible to acknowledge advisors/mentors in the "Training and Career Development Plan" section for training in relation to specific tasks and career development.
- The mentor can only complete their form once the application has been submitted.

#### SUBMITTING A RESEARCH OFFICE ENDORSEMENT DECISION:

- By endorsing an application on behalf of your higher education institution, you are confirming that the organisation supports the application. **You are also confirming the eligibility and suitability of the proposed mentor to support the applicant.**
- Institutional endorsement should be declined where significant shortcomings are identified in an application including, but not limited to, non-compliance with institutional research ethics policies and/or the Terms and Conditions for the programme.
- Applications which are not endorsed by the higher education institution by the **deadline indicated in the Call document** will automatically be deemed ineligible.
- In order to view the list of submitted applications awaiting endorsement from your higher education institution, click on the 'applications pending endorsement' icon on the home page.
- **Applications without the required participant forms (mentor forms) completed in full and submitted via the online system will automatically be deemed ineligible and will not be considered for funding. Please also see section 8 of the Call Document for additional information on applications that will be deemed ineligible and will not be considered for funding.**
- Click the 'open' button beside the relevant application in order to view it:

#### Applications Pending Endorsement

| #                    | Project ID | Project Title  | Application Type                                | Irish research body |
|----------------------|------------|----------------|---|---------------------|
| <a href="#">Open</a> | 1          | GOIPD/2023/898 | Postdoctoral Fellowship (Government of Ireland) | Test University     |

- You will then have full visibility of the application by working across the tabs at the top of the page (or clicking on the 'Print (PDF)' button):

Application Type: Postdoctoral Fellowship (Government of Ireland)

Applicant: Fake Applicant3

OVERVIEW PRIMARY AND ADDITIONAL PARTICIPANTS ACADEMIC QUALIFICATIONS PROPOSED RESEARCH RELEVANT WORK EXPERIENCE PUBLICATIONS AND OTHER RESEARCH OUTPUTS PERSONAL, ETHICAL AND SEX/GENDER STATEMENT APPLICANT DECLARATION EN >

Application details

Application type: Postdoctoral Fellowship (Government of Ireland)

Status: Pending Endorsement

Create date: 31/07/2023 03:33:00

Project ID: GOIPD/2024/1

\* Project title: T Testing the system ⓘ

\* Irish research body: Test University ⓘ

\* Application in Irish: No ⓘ

English translation: ⓘ

Print Form: [Print \(PDF\)](#)

JUMP TO

- Application details
- Applicant details

- Under the endorsement tab you should select ‘yes’ or ‘no’ to whether your higher education institution wishes to support the candidate’s application to carry out research at your institution and select ‘endorse’ or ‘reject’ under the decision heading.

OVERVIEW PRIMARY AND ADDITIONAL PARTICIPANTS TRACK RECORD PERSONAL STATEMENT TRAINING AND CAREER DEVELOPMENT PLAN PROPOSED RESEARCH APPLICANT DECLARATION **ENDORSEMENT**

Endorsement Agreement

\* Do you support this candidate's application to carry out research at your institution?

\* Decision?

< BACK

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

- Should you decide to ‘reject’ an application on behalf of your higher education, you will be asked to provide a reason for this decision.
- Click the ‘submit decision’ button once complete.
- At this stage, the endorsement form will be ‘locked’, and no further edits will be possible.
- You will receive an automated email confirming receipt of your decision.
- The applicant will also receive an automated email confirming the decision. If the application is not endorsed, the reason will not be automatically communicated to the applicant.
- You can view all institutional decision statuses by clicking on the ‘submitted applications’ icon on your home screen.