



## 2022 GOVERNMENT OF IRELAND POSTGRADUATE SCHOLARSHIP PROGRAMME

### RESEARCH OFFICES' GUIDE TO THE ONLINE SYSTEM

Key dates	
Call open	16:00 (Irish time) 2 September 2021
FAQ deadline	16:00 (Irish time) 14 October 2021
Applicant deadline	16:00 (Irish time) 21 October 2021
Supervisor, mentor and referee deadline	16:00 (Irish time) 4 November 2021
Research office endorsement deadline	16:00 (Irish time) 18 November 2021
Call outcome	End of March 2022
Award start date	1 September 2022

**Due to heavy server traffic on the day of the applicant, supervisor, mentor and referee 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.

## VIEWING APPLICATIONS IN DRAFT STATUS:

- Once logged in, the screen below will be displayed:

The screenshot shows a dashboard with a purple header labeled 'Shortcuts'. Below the header, there are two main sections: 'Administration' and 'Open calls'. The 'Administration' section contains four icons: 'Registered supervisors' (with a description 'View all registered supervisors at Test University'), 'Registered mentors' (with a description 'View all registered mentors at Test University'), 'Submitted IRCLA Applications' (with a description 'View all submitted IRCLA Applications at Test University'), and 'Register supervisor' (with a description 'Register a supervisor at Test University'). Below these are two more icons: 'Register mentor' (with a description 'Register a mentor at Test University'). The 'Open calls' section contains four icons: 'View draft applications' (with a description 'View applications in draft status at Test University'), 'COALESCE Applications ready for review' (with a description 'View applications ready for review and endorsement at Test University'), 'Applications pending endorsement' (with a description 'View applications pending endorsement at Test University'), and 'Reviewed applications' (with a description 'View applications previously reviewed by Test University').

- Click on the 'view draft applications' icon in order to view any draft applications associated with your higher education institution.
- The following information will be visible for applications in draft status:
  1. Project ID
  2. Applicant's name and email address
  3. Supervisor's name and email address
  4. Status of the supervisor and referee forms

5. A PDF of the draft application ('Print (PDF)' button)

- All applications require a primary academic supervisor and two referees to be added as participants. In addition, one secondary supervisor may be associated with each application.
- Please note that referees can create and submit their forms as soon as they have been added to the application. The primary academic supervisor can only complete their form once the application has been submitted.
- Please note that secondary supervisors will **NOT** receive an email notifying them they have been added as a participant to an application.
- Primary academic supervisors may **NOT** act as referees, however secondary academic supervisors **ARE** permitted to do so.

**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 academic supervisor to support the scholar.**
- 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 Call Document and Terms and Conditions for the programme.
- Applications which are not endorsed by the higher education institution by the **deadline of exactly 16:00 (Irish time) on 18 November 2021** 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 (primary supervisor and two referee forms) completed in full and submitted via the online system will automatically 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	Applicant	Institution	Name of Mentor or Supervisor	Status	Type	
1. GOIPG/2022/24		Fake Applicant2	Test University	Fake Academic Supervisor1	Pending Endorsement	Postgraduate (Government of Ireland)	Open

- 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):

- 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**

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**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 'reviewed applications' icon on your home screen.