IRISH RESEARCH COUNCIL
An Chomhairle um Thaighde in Éirinn

2022 GOVERNMENT OF IRELAND POSTGRADUATE SCHOLARSHIP PROGRAMME

REFEREE'S GUIDE TO THE ONLINE SYSTEM

Key dates	
Call open	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.

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1. HELP WITH TECHNICAL ISSUES

- This document is provided to assist you in submitting a reference form for applications under the 2022 Government of Ireland Postgraduate Scholarship Programme. 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 Irish Research 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,
  - 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

- Once an applicant adds you to their application as a referee, you will receive an email containing your username (which is your email address), password, and a link to the login page.

- 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.

3. CREATING AND EDITING YOUR REFERENCE FORM

- Once logged in, the screen below will be displayed. Click on the 'create postgraduate referee forms' icon in order to view any applications awaiting your reference.

- This will bring you to the following screen where you can create your reference form by clicking the 'create' button:

- Once you have clicked 'create', 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.**
- Referees can access and edit their forms as often as necessary prior to submission by logging in and clicking on the 'edit and review referee forms' icon followed by the 'edit' button beside the relevant application.

4.   SUBMITTING YOUR REFERENCE FORM

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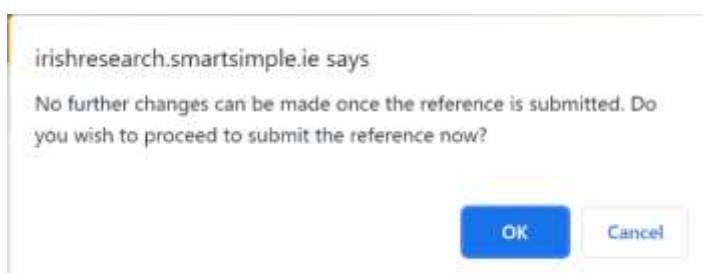
- If you are happy with the content of the form, click 'ok'. Please note that no changes can be made to a form once it has been submitted. It is therefore vital that you are completely satisfied with the content of your form prior to final submission.
- Once submitted, you will receive an automated email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

Referee Form Submission Successful

Project ID:

GOIPG/2020/1

Project Title:

Where is Summer?

5. EFFECTS OF SUBMITTING YOUR REFERENCE FORM

- Once submitted, you can view your form by clicking on the 'edit and review referee forms' 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.

Referee Forms

Project ID	Application Type	Applicant	Project Title	Reference Form	Referee Recommendation	Reference Status
GOIPG/2021/34				View	Yes	Submitted

- 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.