



Irish Research Council
Employment-Based Programme (Postgraduate),
Enterprise Partnership Scheme (Postgraduate)
&
Enterprise Partnership Scheme (Postdoctoral)
2021
GUIDE FOR RESEARCH OFFICES

Including details of the ONLINE APPLICATION SYSTEM (OLS)

Important dates

Call Open	16:00 (Irish time), 21 October 2020
FAQ Deadline	16:00 (Irish time), 25 November 2020
Applicant Deadline	16:00 (Irish time), 2 December 2020
Academic Supervisor/ Employment Mentor / Referees Deadline	16:00 (Irish time), 9 December 2020
Research Office Endorsement Deadline	16:00 (Irish time), 16 December 2020
Outcome	April 2021
Award 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.

Guide for Research Offices 2021

About the Guide for Research Offices

- This guide provides practical information to research offices for submitting an endorsement for an applicant to the Irish Research Council Employment-Based Programme, the Irish Research Council Enterprise Partnership Scheme (Postgraduate), and the Irish Research Council Enterprise Partnership Scheme (Postdoctoral).
- The Irish Research Council Employment-Based Programme, the Irish Research Council Enterprise Partnership Scheme (Postgraduate), and the Irish Research Council Enterprise Partnership Scheme (Postdoctoral) are 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.

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 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 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 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



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 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

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 as an applicant.

Please note: It is imperative that applicants engage with the call documentation prior to completing the Government of Ireland Eligibility Quiz and the Application Form. The Council will not reset the Eligibility Quiz for applicants who have completed the 'Continue to Application' followed by 'Save Draft' in order to complete the eligibility process.

Shortcuts

Administration

Registered supervisors View all registered supervisors at Test University	Registered mentors View all registered mentors at Test University	Submitted IRCLA Applications	Register supervisor Register a supervisor at Test University	Register mentor Register a mentor at Test University
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Open calls

View draft applications View applications in draft status at Test University	COALESCE Applications ready for review View applications ready for review and endorsement at Test University	Applications pending endorsement View applications pending endorsement at Test University	Reviewed applications View applications previously reviewed by Test University
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[View Applications in draft status](#) [View and review Applications awaiting Research Office endorsement](#) [View previously reviewed Applications here](#)

Once you log on you will be presented with the following screen:

Viewing Draft Application Information

To view the content and other relevant details of all draft applications, please click on the 'View Draft Applications' icon on the home page.

Open calls

View draft applications
View applications in draft status at Test University

Applications Awaiting Supervisor/Mentor Support

Status	Project ID	Applicant Name	Applicant Email	Number of Referee Forms Submitted	Status of Created Reviews	Supervisor/Mentor Status	Enterprise Mentor Status	Supervisor/Mentor Name	Supervisor/Mentor Email	View
Draft	EBPPG/2019/193	Fake Applicant7	fakeapplicant7@gmail.com	0	Assigned <ul style="list-style-type: none"> name mcnamee - Draft 	Supervisor Assigned Supervisor Form Completed Enterprise Mentor Assigned	Enterprise Mentor Assigned	Fake Academic Supervisor2	ircfakeasupervisor2@gmail.com	Print (PDF)
Draft	EBPPG/2020/1	Fake Applicant5	fakeapplicant5@gmail.com	1	2 Referees Assigned <ul style="list-style-type: none"> Fake referee1 Fake referee2 Referee1 - Draft Referee2 - Submitted	Supervisor Assigned Supervisor Form In Preparation Enterprise Mentor Assigned ? Enterprise Mentor Form In Preparation	Enterprise Mentor Assigned Enterprise Partner Form in Preparation	Fake Academic Supervisor2	ircfakeasupervisor2@gmail.com	Print (PDF)

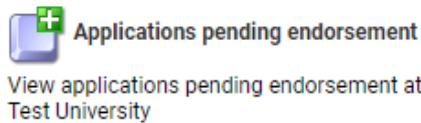
You will then be presented with the ‘Applications Awaiting Supervisor/Mentor Support’ screen:

The ‘Applications Awaiting Supervisor/Mentor Support’ screen will provide you with:

- The status of the application form (i.e. whether it is in draft or whether it has been submitted, i.e. ‘Application Received’).
- Referee information including the number of referee forms submitted, the number of referees assigned, and the names of those referees that have submitted their form.
- Academic Mentor/Supervisor and Enterprise Mentor information including the Academic Mentor/Supervisor name and email address (now in separate columns so that the information copies into excel in an easier-to-use format).
- The content of the application form: click ‘Print (PDF)’ to view the application.

Submitting a Research Office Endorsement Decision

Applications awaiting endorsement can be viewed by clicking on this icon (click “Home” to go back to the main menu):



You will then be presented with the following screen:

Applications Pending Endorsement

Project ID	Project Title	Applicant	Institution	Name of Mentor or Supervisor	Status	Type	Click here to open the Application
1	EPSPG/2020/1	1 title	Fake Applicant5	Test University	Fake Academic Supervisor2	Pending Endorsement	EPS Postgraduate Application

[Open](#)

When you click on 'Open', you will see the following screen:

The screenshot shows the IRISH RESEARCH COUNCIL application overview page. The header includes the logo and name of the council, along with user information: 'Privacy & Security', 'Fake ResearchOfficer', and 'Home Documentation'. A 'View' button is visible in the top left. The main content area is titled 'title' and displays application details for 'Employment Based Postgraduate Programme' by 'Fake Applicant 1'. A navigation bar contains tabs: 'OVERVIEW', 'PRIMARY AND ADDITIONAL PARTICIPANTS', 'ACADEMIC QUALIFICATIONS', 'PERSONAL STATEMENT', and 'TRAINING AND CAREER DEVEL'. The 'Application details' section lists: Application type: Employment Based Postgraduate Programme; Status: Pending Endorsement; Create date: 06/01/2020 11:11:00; Project ID: EBPPG/2020/3; Project title: title; Irish research body: Test University; Department: test; Application in Irish: No; English translation: ; Application PDF: View Application; Print form: Print (PDF). A 'NEXT' button is at the bottom right.

Proceed to check all aspects of the application, under **each** tab (click on the arrow on the right to see all tabs):

A horizontal navigation bar with the following tabs: 'OVERVIEW', 'PRIMARY AND ADDITIONAL PARTICIPANTS', 'ACADEMIC QUALIFICATIONS', 'PERSONAL STATEMENT', 'TRAINING AND CAREER DEVELOPMENT PLAN', 'PROPOSED RESEARCH', and 'ETHIC'. The 'OVERVIEW' tab is currently selected and highlighted.

Once you have reviewed all details of the Application, click on the 'Endorsement' tab to endorse/reject the Application.



A horizontal navigation bar with the following tabs: 'ETHICAL AND SEX/GENDER STATEMENTS', 'APPLICANT DECLARATION', and 'ENDORSEMENT'. The 'ENDORSEMENT' tab is highlighted, and a right-pointing arrow is visible at the end of the bar.

Should you reject the application, you will be asked to provide a reason for rejection.

Endorsement Agreement

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

No

* Decision?

Reject

* Comments:

* I confirm that the information supplied in this application is correct:

I Agree

* I hereby declare that I have read and accept the applicant requirements as set out in the Terms and Conditions and Guide for Applicants on the [IRISH RESEARCH COUNCIL WEBSITE](#):

I agree

[← BACK](#)

Save Draft

Submit Decision

You can submit the endorsement/rejection by clicking the submit button at the bottom of the screen. **Please Save the Form before submitting:**

Save Draft

Submit Application

Effects of Submitting the Research Office Endorsement

- The Research Office endorsement will be 'locked' and further edits will no longer be possible.
- You will receive an email confirming receipt of your decision.
- The applicant will receive an email confirming the Research Office decision. If the application has not been endorsed, the reason entered the system by the RO will not be communicated to the applicant.
- You can view the institutional decision status by clicking on the 'Reviewed Applications' icon on the 'Home' screen.

You will then be presented with the following screen that confirms the status of the application:

title

Application Type: Employment Based Postgraduate Programme

Applicant: Fake Applicant 1

Research Office Decision

Decision Submitted: Endorse  [Research Office decision can be viewed here](#)

Date Submitted: 07/01/2020

Does Research Office Support candidate?: Yes

 **OVERVIEW**

PRIMARY AND ADDITIONAL PARTICIPANTS

ACADEMIC QUALIFICATIONS

Application details

Application type: Employment Based Postgraduate Programme

Status: Ready for Review  [Status of the Application will update following submission of decision](#)

Create date: 06/01/2020 11:11:00

Project ID: EBPPG/2020/3

Project title: title 

Irish research body: Test University 