

## **Government of Ireland Postgraduate Scholarship Programme**

### **Progress Reporting**

This document is provided to assist scholars and supervisors in submitting progress reports for the Government of Ireland Postgraduate Scholarship Programme. **Please read it carefully before submitting these reports online.**

Note that the Irish Research Council (IRC) will **only accept reports submitted through the [online system](#), please do not send these forms by email or in hard copy.** Any queries or confidential concerns that you do not wish to include in your progress report can be emailed directly to [postgrad@research.ie](mailto:postgrad@research.ie).

#### **Awardee's Progress Report**

- It is the **awardee's responsibility** to ensure that the progress report is submitted to the IRC via the [online system](#) by the deadline indicated in the email requesting the report.
- **The timely submission of these reports is a condition of the continuation of the scholarship.**
- Please note that submitting information relating to any Suspensions, [No-Cost extension](#), Early termination or change to the [Terms and Conditions](#) of the scholarship in these progress reports **does not imply acceptance of such a change by the IRC. Any such changes must be formally requested in writing to [postgrad@research.ie](mailto:postgrad@research.ie).** Such changes include but are not limited to, change of higher education institution, change of supervisor, permission to spend time away from the higher education institution and suspension or change to the end date of the scholarship.
- Additional funding will not be provided under any circumstances.

#### **Supervisor's Progress Report**

- Supervisor reports are confidential and must be submitted directly to the IRC **via the [online system](#). Awardees having difficulty soliciting a report from their supervisor should contact the IRC immediately.**
- **Supervisors are required to read the awardee's progress report and confirm that they have done so prior to submitting their own report.**

#### **Important to note:**

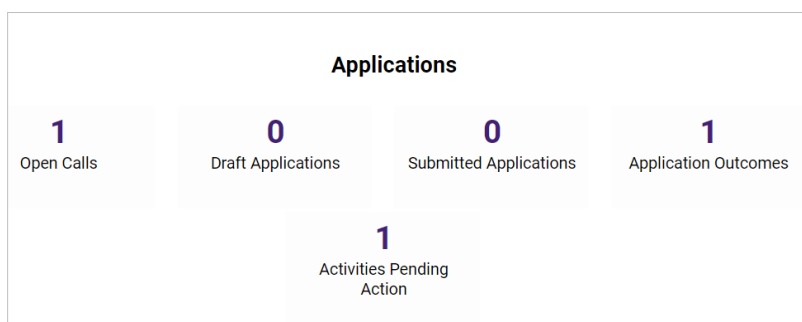
If progress reports are not submitted on time, or unsatisfactory progress reports are received, the IRC reserves the right to convene a review committee to evaluate the scholarship in accordance with the deliverables outlined in the original application. Should the results be deemed unsatisfactory, the IRC may seek reimbursement of monies already paid and/or recommend termination or freezing of the scholarship.

Please note that continued funding is based on these reports and, as such, the information provided should be accurate and verifiable with appropriate documentation.

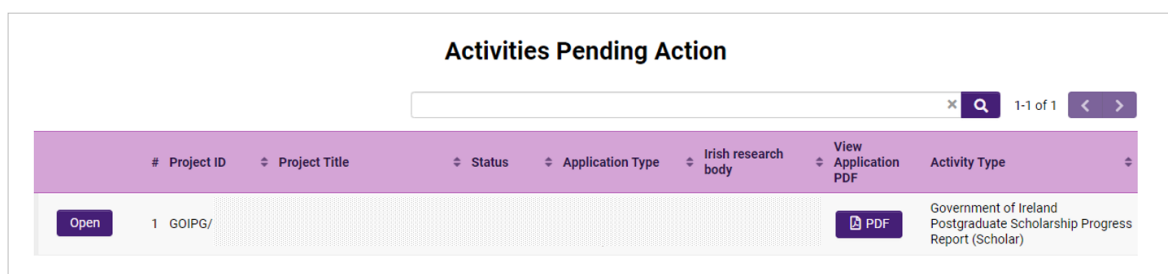
## Guide for Submission

### **Step 1 – Submitting the awardee’s progress report:**

- **Please note that reports should detail progress either since the start of the scholarship, or since a report was last submitted.**
- Awardees should log into the [online system](#) with their existing email and password. **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.
- Once logged in, click on the **‘Activities Pending Action’** button below:



- To create your progress report, click on the **‘Open’** button under the **‘Activities Pending Action’** heading:



Activities Pending Action						
#	Project ID	Project Title	Status	Application Type	Irish research body	View Application PDF
1	GOIPG/				Government of Ireland Postgraduate Scholarship Progress Report (Scholar)	PDF

- Once you have clicked **‘Open’**, the progress report form will open in edit mode. All sections of the progress report must be completed in full, namely:
  - a. Personal Details including the expected date for the submission of your soft-bound thesis and viva

- b. Academic Report
- c. Research Outputs and Impact
- d. Career Training and Professional Development
- e. Declaration

- As part of the progress reporting process, you are required to enter your ORCID. The purpose of this persistent digital identifier is to distinguish you from every other researcher and, through integration in key research workflows such as manuscript and grant submission, support automated linkages with your professional activities. If you do not currently have an ORCID, please register for one at [www.orcid.org](http://www.orcid.org).
- 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.** It is possible to access and edit your form as often as necessary prior to submission by clicking on the '**Save draft**' icon at the bottom of the home page of your online profile.
- Once you are satisfied that your progress report is complete, click on the '**Submit**' button at the bottom of the page. **Please note that no changes can be made to your progress report once it has been submitted.**
- The following message will be displayed once your progress report has been submitted successfully:

**Government of Ireland Postgraduate Scholarship Progress Report (Scholar) Submission Successful**

Project ID:  
GOIPG:  
Project Title:

- In addition to the message above, you will receive an automated email from the Council confirming receipt of your progress report. The online system will also generate a submission confirmation email to your primary supervisor which will be accompanied by a PDF of your final progress report. Please note that you will also receive an automated email confirming receipt of your supervisor's progress report, once it is submitted.

- You will be able to view a PDF of your last progress report submitted by navigating to the home screen of your online profile and clicking on the **‘Submitted Reports’** icon, and then clicking the **‘Form’** button:

Submitted Reports							
<input type="text"/> <span>1-2 of 2</span>							
#	Project ID	Status	Project Title	Application Type	Irish research body	Activity Type	View Form
2	GOIPG/				Government of Ireland Postgraduate Scholarship	Progress Report (Scholar)	<b>Form</b>

### **Step 2 – Submitting the primary supervisor’s progress report:**

- Supervisors should log into the [online system](#) with their existing email and password. **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.
- Once the awardee has submitted their progress report,** a submission confirmation email will be automatically sent to your email address with a PDF of their submitted progress report attached.
- To create your corresponding primary supervisor’s progress report, click on the **‘Activities Pending Action’** button, under ‘Mentor/Supervisor Actions’ on the home screen of your online profile, followed by the **‘Open’** button:

Mentor/Supervisor Actions		
<b>0</b> Draft Applications Assigned	<b>1</b> Activities Pending Action	<b>4</b> Submitted Activities

Activities Pending Action							
<input type="text"/> <span>1-1 of 1</span>							
#	Project ID	Project Title	Status	Application Type	Irish research body	View Application PDF	Activity Type
<b>Open</b>	1	GOIPG/			Government of Ireland Postgraduate Scholarship	<b>PDF</b>	Progress Report (Scholar)

- Once you have clicked **‘Open’**, the progress report form will open in edit mode. **All sections of the progress report must 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. It is possible to access and edit your form as often as necessary prior to submission by clicking on the **‘Save draft’** icon at the bottom of the home page of your online profile.
- Once you are satisfied that your progress report is complete, click on the **‘Submit’** button at the bottom of the page. **Please note that no changes can be made to your progress report once it has been submitted.**
- The following message will be displayed once your progress report has been submitted successfully:

**Government of Ireland Postgraduate Scholarship Progress Report (Supervisor) Submission Successful**

Project ID:

GOIPG/

Project Title:

- In addition to the message above, you will receive an automated email from the Council confirming receipt of your supervisor’s progress report. The online system will also generate a submission confirmation email to the awardee.
- You will be able to view a PDF of your supervisor’s progress report by navigating to the home screen of your online profile, and clicking on the **‘Submitted Activities’** icon followed by the **‘Form’** button:

Submitted Activities							
						1-9 of 9	
#	Project ID	Status	Project Title	Application Type	Irish research body	Activity Type	View Form
2	GOIPG/				Government of Ireland Postgraduate Scholarship	Progress Report (Supervisor)	<a href="#">Form</a>

END.