



Guide for Research Offices 2020

COALESCE Research Fund **Collaborative Alliances** for **Societal Challenges**

GUIDE FOR RESEARCH OFFICES

**The deadline for submitting your research office endorsement is:
exactly 4pm (Ireland time) Monday 20th January 2021.**

This document is provided to assist you in submitting a research office endorsement for applications under the 2020 COALESCE Research Funding Scheme.

The Irish Research Council will only accept endorsements through the online application system, as explained below. Please do not send any hard copies of your reference to the Irish Research Council.

Please read this document carefully prior to completing the research office/university decision. By logging in you will be able to view all applications awaiting completion within your institution and access all complete applications that are available for your endorsement decision.

Logging on to the system

Please note that the online system can only be successfully accessed and supported through the following browsers: Internet Explorer (version 11 and higher), Firefox (2 most recent versions), Google Chrome (2 most recent versions) or Safari (2 most recent versions).

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's no issue with your organisation's internal firewall.

When you were initially registered as a Research Officer, you should have received an email containing your user name (your email address) and password, and a link to the login page: https://irishresearch.smartsimple.ie/s_Login.jsp

If you have mislaid your password or the email with the password, then enter the above URL and click on the '[Forgot password?](#)' link. A system-generated password will be forwarded to your email address.

When you log in to the system, the following screen will be displayed:

The screenshot shows the system's home page. At the top is a purple header with the word "Notice" and a plus sign. Below this is a white box containing a welcome message and instructions. The next section is a purple header with the word "Shortcuts" and a plus sign. Below this are two sub-sections: "Administration" and "Open calls". Each sub-section contains several icons with corresponding text and descriptions.

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 application procedures and eligibility criteria and contact 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.

Shortcuts

Administration

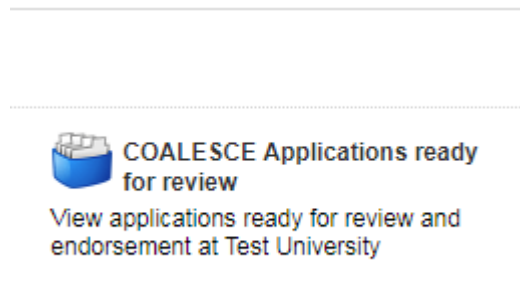
- Registered supervisors**
View all registered supervisors at Test University
- Registered mentors**
View all registered mentors at Test University
- Submitted IRCLA Applications**
- Register supervisor**
Register a supervisor at Test University
- Register mentor**
Register a mentor at Test University

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
- Reviewed applications**
View applications previously reviewed by Test University

Viewing Draft Application Information

In order to view the content and other relevant details of all draft applications please click on the 'COALESCE Applications ready for review' icon on the home page.



You will then be presented with the 'Projects Awaiting Research Office Decision' screen below.

Projects Awaiting Research Office Decision (2)

Submit Research Office Decision:

Project Type:	Research for Policy and Society	Project ID:	COALESCE/2021/8
Applicant:	Fake Applicant 1	Supervisor/Mentor:	
Title:	test	Print (PDF) Open Endorsement Form	

Project Type:	Research for Policy and Society	Project ID:	COALESCE/2021/9
Applicant:	Fake Applicant 1	Supervisor/Mentor:	
Title:	Esp	Print (PDF) Open Endorsement Form	

[Refresh](#)

The Applications Awaiting Research Office Endorsement screen should provide you with the following information:

- Project Type: note this is 'Research for Policy and Society' and not COALESCE.
- Applicant name
- Project title
- Project ID
- The candidate's application form in PDF
- The 'Open Endorsement Form' button

Projects Awaiting Research Office Decision (2)

Submit Research Office Decision:

Project Type:	Research for Policy and Society	Project ID:	COALESCE/2021/8
Applicant:	Fake Applicant 1	Supervisor/Mentor:	
Title:	test	View application form Print (PDF) Open endorsement form Open Endorsement Form	

Project Type:	Research for Policy and Society	Project ID:	COALESCE/2021/9
Applicant:	Fake Applicant 1	Supervisor/Mentor:	
Title:	Esp	Print (PDF) Open Endorsement Form	

[Refresh](#)

Submitting a Research Office Endorsement Decision

Click on the 'COALESCE Applications ready for review' icon on the home page to view all applications ready for host endorsement. **Please note applications will only appear after an application has been submitted.**

Click on 'Print (PDF)' in order to view the application.

Click on 'Open Endorsement Form' in order to submit the institutional endorsement. Questions will appear in a box below. The Research Officer should answer both of these questions to endorse or to reject an application.

Projects Awaiting Research Office Decision (2)			
Submit Research Office Decision:			
Project Type:	Research for Policy and Society	Project ID:	COALESCE/2021/8
Applicant:	Fake Applicant 1	Supervisor/Mentor:	
Title:	test		Print (PDF)
			Close Endorsement Form
* Do you support this candidate's application to carry out research at your institution? <input type="checkbox"/> Yes / No			
* Decision: <input type="checkbox"/> Endorse / Reject			
Submit Decision Submit			
* - Mandatory fields			

Should you endorse the application you will receive an automatic email confirmation. Should you reject the application, you will be asked to provide a reason for rejection as per the screenshot below before you can 'Submit Decision'.

You can submit your application by clicking the 'Submit Decision' button at the end of the page:

Projects Awaiting Research Office Decision (2)			
Project Type:	Research for Policy and Society	Project ID:	COALESCE/2021/8
Applicant:	Fake Applicant 1	Supervisor/Mentor:	
Title:	test		Print (PDF)
			Close Endorsement Form
* Do you support this candidate's application to carry out research at your institution? <input type="checkbox"/>			
* Decision: <input type="checkbox"/> Reject			
* Reason for Rejection: Reasons for rejection are x, y and z. Provide reason for rejecting the application here			
Submit Decision			
* - Mandatory fields			

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.
- You can view the institutional decision status by clicking on the 'Reviewed Applications' icon on the 'Home' screen.



Reviewed Applications

Click here to view applications already reviewed/endorsed to date.

You will then be presented with a following screen that confirms the current status of all applications following the submission of the research office endorsement (Application statuses include 'Ready for Review', 'Under Assessment', 'Conditional Award', 'Application Unsuccessful', 'Reserve', 'Award Holder', 'Award', 'Ineligible Application').

Technical

If you experience any problems, please clear the cache in your browser and continue. Please contact projects@research.ie, should you experience any difficulties.

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