

## 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 Council 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 which you do not wish to include in your progress report can be emailed directly to [postgrad@research.ie](mailto:postgrad@research.ie).

### **Scholar's Progress Report**

- It is the **scholar's responsibility** to ensure that all progress reports, including the primary supervisor's report, are submitted to the Council via the online system by the deadline of **5pm on Thursday, 6 May 2021**.
- **The timely submission of these reports is a condition of the continuation of the scholarship.**
- Please note that submitting information relating to any suspensions, NCE, 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 Council**. 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 Council via the online system. **Scholars having difficulty in soliciting a report from their supervisor should contact the Council immediately.**
- The Council will not send a follow-up email requesting these reports.
- **Supervisors are required to read the scholar'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 Council 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 Council 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 scholar’s progress report:**

- **Please note that reports should detail progress either since the start of the scholarship, or since a report was last submitted.**
- Scholars 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 ‘create and edit progress report’ icon below:

#### Progress Reporting



- To create your progress report, click on the ‘create’ button under the ‘create or edit progress report’ heading:



- Once you have clicked ‘create’, 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 ‘**create and edit progress report**’ icon on the home page of your online profile, followed by the ‘**edit**’ button.
- 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:



- 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.
- You will be able to view a PDF of your final progress report by navigating to the home screen of your online profile and clicking on the ‘submitted progress reports’ icon, followed by the ‘PDF’ button under the ‘progress report’ heading:



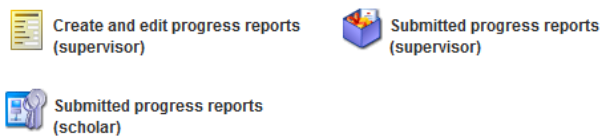
### ***Step 2 – Submitting the primary supervisor’s progress report:***

- 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 scholar has submitted their progress report**, a submission confirmation email will be automatically sent to your email address with a PDF of the final progress report attached.
- A PDF of the scholar's final progress report will also be visible by clicking on the 'submitted progress reports (scholar)' icon on the home screen of your online profile:

#### Progress Reporting



- To create your corresponding primary supervisor's progress report, click on the '**create and edit progress reports (supervisor)**' icon on the home screen of your online profile, followed by the '**create**' button under the '**create or edit progress report**' heading:



- Once you have clicked '**create**', 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 '**create and edit progress reports (supervisor)**' icon of the online system followed by the '**edit**' button.
- 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:





Project Title:



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- 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 scholar.
- You will be able to view a PDF of your supervisor's progress report by navigating to the home screen of your online profile, clicking on the 'submitted progress reports (supervisor)' icon followed by the 'PDF' button under the 'progress report' heading:



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**Submitted progress reports (supervisor)**

Project ID	Applicant	Project Title	Last Modified Date	Progress Report
GOIPG 			2017-01-04 12:49:44	<a href="#">PDF</a>