GUIDE FOR RESEARCH OFFICES

The deadline for submitting your research office endorsement is:
exactly 4 pm (Ireland time) Tuesday 30th of November 2021

This document is provided to assist you in submitting a research office endorsement for applications under the 2021 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:

**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.
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

**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.
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:

**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.
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.

**The Deadline for submitting your research office endorsement is:**
exact 4 pm (Ireland time) Tuesday 30th of November 2021.