2022 Enterprise Partnership Scheme (Postdoctoral)

APPLICANTS GUIDE TO THE SYSTEM

Key Dates	
Call open	21 October 2021
FAQ deadline	16:00 (Irish time) 25 November 2021
Applicant deadline	16:00 (Irish time) 2 December 2021
Supervisor, mentor and referee deadline	16:00 (Irish time) 9 December 2021
Research office endorsement deadline	16:00 (Irish time) 16 December 2021
Outcome of scheme	End of March 2022
Award start date	1 September 2022

*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.

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1. Using the online application system

The grants management system is only compatible with the two most recent versions of Firefox, Chrome, Internet Explorer and Safari.

- 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 system@research.ie with an outline of your technical issue.
- For any technical query, please include:
    > your project ID
    > the browser you are using
    > and, if appropriate, a screenshot of any error messages.
- **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 draft' button before navigating away from the page, the information will be lost.
- No alterations can be made to an application once it has been submitted. It is therefore important that you check and re-check the application form until you are fully satisfied with all sections before submitting.

2. Registering as an Applicant for the First Time

- In order to register as an applicant on the online system for the first time, click here and complete the applicant registration form as prompted after selecting 'Register here'.
- Once you have filled in the required details, click 'submit' at the bottom of the registration page. A confirmation email will automatically be sent to the email address you have provided. This email confirms that you have successfully registered for the online system and will issue you with a username and password.
- If you do not receive this email, please check your spam folder and ensure that the ircapps@research.ie email address is on your 'safe senders' list. If you are using an institutional or work email account, you may need to check with your IT department to ensure there is no issue with your organisation's internal firewall.
- Once you have received your username and password, you should access the online system here using the login details provided.
- If you have lost or forgotten your password, navigate to this link 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

> **Thinking About Applying? Please direct all queries about the scheme and application process to your Research Office. The Council are <u>not</u> in a position to engage with individual queries by email or over the phone.** However, if you have a <u>technical </u>issue regarding the use of the online system, please read these Guidelines and the FAQ document (available on our website <u>www.research.ie)</u>. If your issue is not clarified through the Guide or FAQ, only then should you email <u>schemes@research.ie</u> with an outline of your query. Please include your Project ID, the browser you are using, and a screenshot of the online system and any error messages.

TO LOG IN

- Once you have received your username and password, access the online system on the Irish Research Council <u>website</u>.
- Please enter the username and password that was supplied to you in the '**Irish Research Council Registration Details'** email and then click '**Log in**'.
- When you log in, you will be presented with the 'home' screen below where you can create and edit your application prior to the applicant deadline.
- This is your '**Home'** and you can access and edit your application prior to submission and prior to the Applicant deadline through this screen. If you want to change any of your personal details, you can click on <u>your name</u> and '**Profile'**.

3. Creating an Application Form

Please note: other schemes may be open during the application period for the Enterprise Partnership Schemes and the Employment-Based Programme. Applicants who wish to apply to the Enterprise Partnership Scheme or Employment-Based Programme should refer to the appropriate documentation for that scheme and ensure that they are completing the appropriate application form.

1. Click on Open Calls to find the open call to which you wish to apply. The call will only appear in the portal when there is an open call.
2. Click on Draft Applications to re-open an application you have in draft

At the top of the screen you can click on your 'Name' to change your password or change details in your profile or click on 'Privacy & Security' to see our Privacy & Security notice.

To Create the Application Form

Click on '**Open Calls'** to create a new application form. The below screen will appear.

Please select the relevant call, i.e. EPS Postdoctoral Application (not EPS Postgraduate Application). Click **'Apply'** to create an application form.

Programme Name	Programme Status	Call Status	Applicant Submission Deadline Date	Participants Submission Deadline Date	Research Body Submission Deadline Date	Create Application
EPS Postdoctoral Application	Active	Draft	17/09/2019 16:00	24/09/2019 16:00	01/10/2019 16:00	Apply
EPS Postgraduate Application	Active	Draft	17/09/2019 16:00	24/09/2019 16:00	01/10/2019 16:00	

Once an applicant has drafted and saved an application the applicant will be able to return to the application under the 'My Applications' button.

- The 'applicant details' section on the first page of the application form is largely populated based on your personal profile details. If you would like to update any of this information, click 'save draft' and navigate back to the home screen where you can click on your name to find the 'profile' button.

At the beginning of the application select the Irish Research Body (i.e. the Higher Education Institution) where you propose to be based for your Scholarship by selecting the **'Lookup' [binoculars]** button.

You will then be presented with the following screen:

Select the check box next to the relevant institution name and click "**save draft**". (If you cannot find your Institution name, please contact the Research Office (RO) of your institution to make sure they are registered in the Irish Research online system). Should you wish to change your nominated HEI, please ensure your supervisor is located at the new HEI. Applications with Academic Mentors who are not listed at the HEI will be deemed ineligible.

Next:
- Enter your Project Title
- Select whether your application is in Irish
- Check that the 'Date of Birth', 'Area where you are ordinarily resident (EU/nonEU)' and 'Do you currently hold an Irish Research Council Award' have been answered. As each applicant can only submit **one** application to each Postgraduate call, the icon to '**Apply'** will no longer be visible on through the 'Open Calls' icon on your home page from this point forward.

Enter the project title here.

Look up the chosen HEI.

If submitting an application in Irish, select 'Yes.' Once the applicaton has been saved, the 'Upload Translation' function will appear and the translation maybe uploaded (in PDF format only).

Applicant details are populated from the applicant profile. If you wish to change these details, return to the homepage and click on your name to access your profile.

At this point your draft application has been created.

The system will default to **'Edit'** mode and you can now input information into your new application form and save it by using the '**Save Draft**' button at the bottom of the form. You must be in 'Edit' mode to edit information in your form. The Edit / View button is located on the top left of the 'Project/Application Start' home screen. If you have selected 'Yes' to 'Application in Irish', you have the option to upload your own English translation. The system will only accept documents in PDF format. Use the 'Upload' button to upload your translation.

Scroll down to the next section, 'Applicant Details,' lower down the page. This section is largely populated based on the personal profile entered when you registered at the beginning of this process.

If you would like to update any of this information, click 'save draft' and navigate back to the home screen where you can click on your name to find the 'profile' button.

- **ORCID** provides a persistent digital identifier that distinguishes you from every other researcher and, through integration in key research workflows such as manuscript and grant submission, supports automated linkages between you and your professional activities ensuring that your work is recognised. If you do not currently have an ORCID, please register for one at www.orcid.org.

4. Editing an Application

You may log on, access and edit your application as often as you like prior to the applicant deadline so long as the application has not been submitted and remains in a 'Draft Application'. Do not use the browser 'back' button at any stage as you may lose essential information. From the home screen, click on the 'Draft applications' icon.

Click the **'Edit'** tab to the right of the application you wish to edit:

Application Type	Project ID	Project Title	Irish Research Body	Last Modified	Edit Project
EPS Postdoctoral Application	EPSPD/2021/3	1	Test University	08/10/2020	Edit

This will bring you to the summary **'Project/Application Start'** page of your draft application. This page will already be in edit mode which will allow you to add information to your application. You must be in 'edit' mode to input information to your application form. You can switch between the 'view' and 'edit' modes at the top left of the 'application start' tab on the home screen. The system will default to **'Edit'** mode and you can now input information into your new application form and save it by using the '**Save Draft**' button at the bottom of the form.
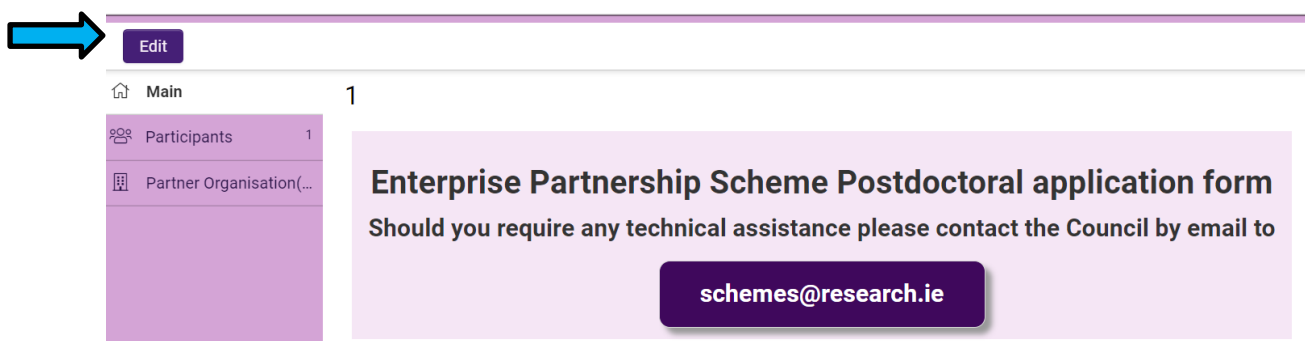
As each applicant can only submit one application to a scheme, the message below will now appear if you click on the 'open calls' icon on your home page.

You have already created an Application for this Call.
Please click your Draft Applications icon on your Portal.

To complete the application form, you will need to complete the following tabs:

- Overview
- Primary and additional participants
- Academic qualifications
- Proposed Research
- Relevant Work Experience
- Publications and other Research Outputs
- Ethical, Sex/Gender Statements
- Applicant declaration

All tabs will need to be completed prior to submitting your form – scroll to see all tabs.

OVERVIEW   PRIMARY AND ADDITIONAL PARTICIPANTS   ACADEMIC QUALIFICATIONS   PROPOSED RESEARCH   RELEVANT WORK EXPERIENCE

PUBLICATIONS AND OTHER RESEARCH OUTPUTS   ETHICAL AND GENDER STATEMENT   DECLARATION
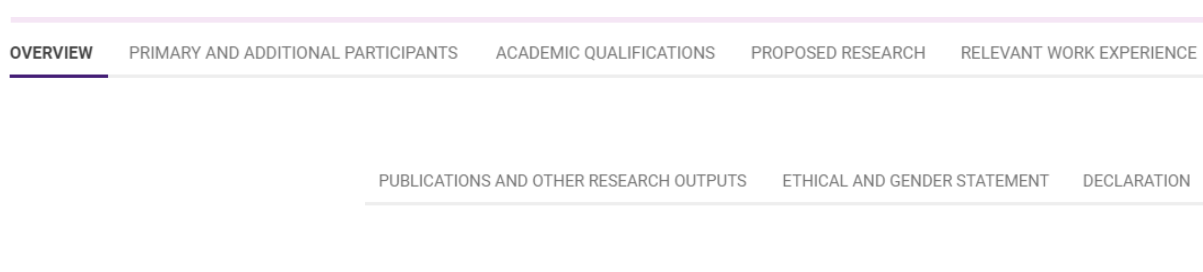
Each tab has a **'SAVE' button at the end of the page**, you may need to scroll down for this to be visible to you.

Please ensure that you press the 'save draft' button at the bottom of each page before moving from one tab to another and after adding each participant (Academic mentor, Enterprise Partner, Enterprise mentor, and referees). If you input information on a tab and switch to another without pressing 'save', this information will be lost.

Save Draft   Submit Application
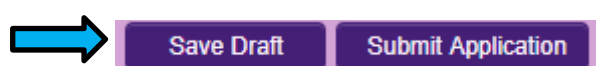
5. Adding the Academic Mentor ("Mentor in Ireland")

Please Note: All applicants must gain the permission of their proposed **Academic Mentor** <u>BEFORE</u> adding them to an application.

Once you have added and saved your HEI and gained permission from the mentor, you can associate a pre-registered Mentor in Ireland with your application through the participants section at the left of the page. All applications require an academic mentor who is willing to supervise the proposed research project, an Enterprise mentor from the Enterprise Partner organisation and two referees who know you sufficiently well to provide you with a reference. Your Mentor in Ireland or your Enterprise Mentor may NOT act as one of these referees, however a secondary Mentor in Ireland is permitted to do so. Please note that the Council is not in a position to recommend a Mentor in Ireland.

You can add your Mentor in Ireland by following these steps:

- Scroll to the **'Participants'** section at the left of the page where you must add your Academic Mentor.
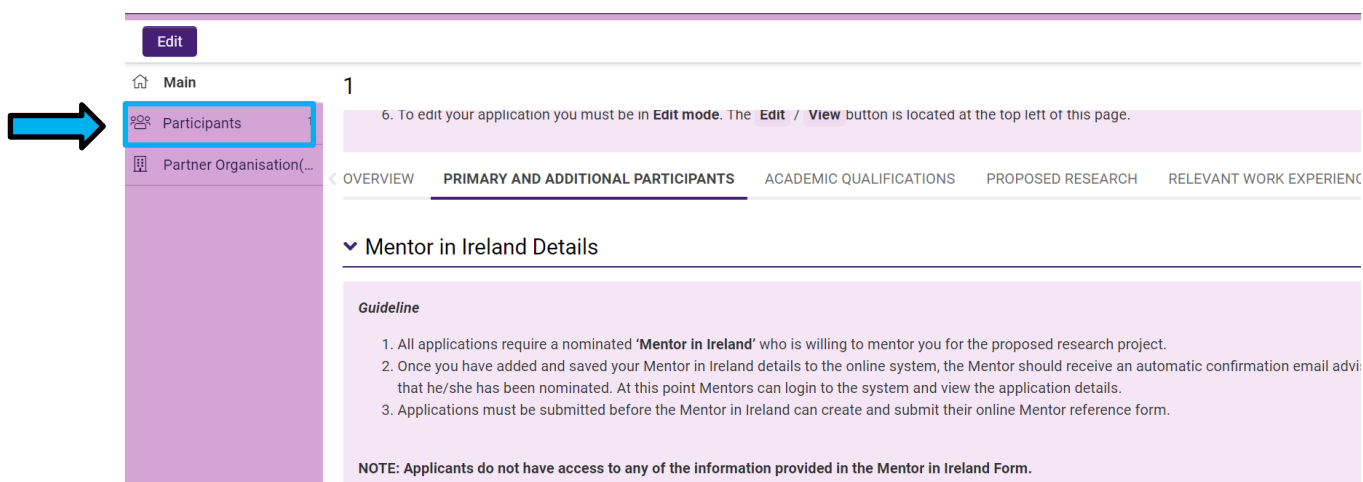
- Academic Mentors can be added by using the **'Lookup' [binoculars]** function on the **Participants panel.** Click on 'Lookup' [binoculars] and a pop-up window containing registered Supervisors will appear.

- Click on the 'Role' dropdown and select "Mentor in Ireland" from the drop-down field to the right of the 'lookup' button. Then select the name of your Academic supervisor and click 'OK'. Clicking 'ok' will close the pop-up window and return you to your application.

- You Academic Mentor's name will no be visible under **'Participants'.** Ensure the dropdown field beside your Academic Mentor's name shows the role as 'Mentor in Ireland' and 'click' '**+**'.
- Click 'Save Draft'.
- On saving your draft application, your Academic Mentor will be added to your application and will be listed under the Contact section.

If you cannot find your proposed Mentor in Ireland name:

- **Academic Mentors need to be pre-registered on the online system by the Research Office in their Institution before they can be selected and added to your application.** If you cannot find your proposed Academic Mentor on the system, please ensure that you have selected your host Irish Research Body on the Overview Tab. If you have selected your host Irish Research Body and cannot find your proposed Academic Mentor, please contact the Academic Mentor to ask him/her to contact their institution's Research Office. The Research Office will register the Academic Mentor on the system.

- If your academic mentor's details appear incorrect or if your academic mentor is having difficulties logging into the system then you or your supervisor should contact your Research Office to confirm the details / email address they used to register the mentor.

- If they do not receive this email, they should check their spam folder and ensure that the ircapps@research.ie email address is on their 'safe senders' list. If they are using an institutional or work email account, they may need to check with their IT department to ensure there is no issue with their organisation's internal firewall.

- **If an incorrect email address is provided then the Academic Mentor will not receive the automatic email with the necessary details so it is essential to check the email is correct.** If your Academic Mentor email appears to be incorrect then contact your Research Office to check the email address. If the Academic Mentor in question has been registered with the incorrect email address then the Research Office should contact the Council to amend the Academic Mentor's details on the system.

- Once your Academic Mentor has been added to the application he/she will receive an email notification to confirm that he/she has been added to your application as an Academic Mentor. From this point on your Academic Mentor can log in to the system and view your draft application by clicking on 'My Assigned Applications in Draft'. However, an Academic Mentor cannot create or submit their participant form until after you submit your application.

- Academic Mentors must submit a completed Academic Mentor form via the online system by the Academic Mentor deadline of **16.00 (Irish Time) 9 December 2021**. This confirms their willingness to mentor the applicant.

- **If you want to change your nominated Academic Mentor** then tick the check box beside your Academic Mentor's details, click 'Remove' and then save your draft. Your Academic Mentor will be removed and you can then lookup the details for your new Academic Mentor as per the instructions above. If you remove an Academic Mentor, they will not be automatically notified. It is your responsibility to notify them that they are no longer assigned to your application. We do not recommend changing supporting participants on an application in case a form is submitted by the wrong party.

- It is the **applicant's responsibility** to ensure that their primary **Academic Mentor completes their reference** form through the online system by the exact stated deadline. This form will not be accepted by email, in hardcopy or by any other means. The Council is not responsible for ensuring that participant forms are submitted on time through the online system.

6. Adding an Enterprise Partner

Please Note: All applicants must gain the permission of their proposed **Enterprise Partner** <u>BEFORE</u> adding them to an application.

If your Enterprise Partner is already preregistered on the online system, click on the 'Partner Organisation(s)' tab on the left of the screen.

Use the look up (binoculars) button to find the chosen partner. Ensure that "EPS Partner" is selected in the drop-down menu.

Once they have been identified <u>click the **'+'** button and then click</u> **'Save Draft'**. Save your application. The partner should ensure their mail box can accept notification emails from ircapps@research.ie

If you want to change your nominated Enterprise Partner then select the check box beside your Enterprise Partner [in 'Partner Organisation' at the left of the page] and click **' – '** (remove). You can then lookup the details for your new Enterprise Partner.

If your Enterprise Partner is not registered on the online system the applicant must complete the Invite to Register form.

- Please click and complete the '**INVITE A NEW ORGANISATION TO REGISTER**" form ['Invite to register' button]. This will be sent to your Enterprise/Employment Mentor so that the Enterprise/Employment Mentor/Primary Contact can complete the registration form for their organisation. The **primary contact** should be someone who has the authority to agree to our conditions on behalf of the organisation.

- The link in the email needs to be sent to the relevant primary contact in the organisation so they can register the organisation.
- Enterprise Partners only need to register once, even if they participate in multiple schemes.
- Once registered, the organisation will then be viewable as an Enterprise Partner in the online system. *Please note that organisations listed here may not all be eligible partners.*
- Once registered, Enterprise Partners can be added by clicking **Lookup (binoculars)** on the Partner Organisations panel on the left of the screen.

7. Adding an Enterprise Mentor

Please Note: All applicants must gain the permission of their proposed **Enterprise Mentor** <u>BEFORE</u> adding them to an application.
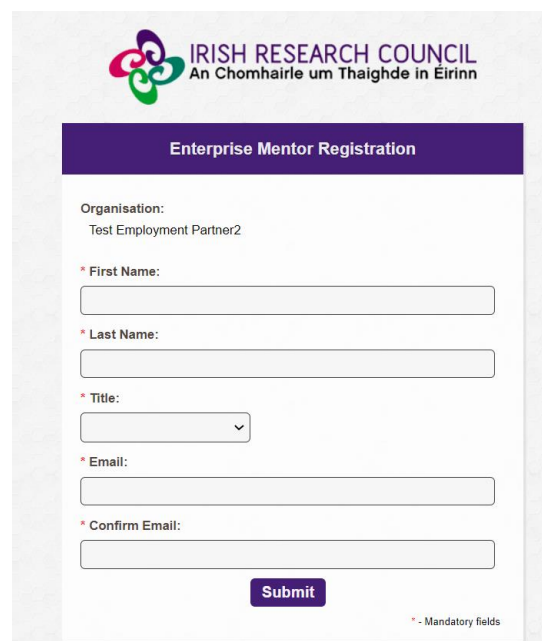
ˇ Adding an Enterprise Mentor

Guideline

This section allows you to provide details on the proposed Enterprise Mentor to support and co-fund your application.

1. You have associated the Enterprise Partner with your application.
2. Now please add Enterprise Mentor name who registered to support your application. Please assign your mentor **HERE**.
3. Once you completed the above step please click **Save Draft** and you will see associated Enterprise Mentor's details listed below.

On the **'Primary and Additional Participants'** tab scroll down to the '**Enterprise Mentor'** section. To add your Enterprise Mentor, click on the tab 'Adding Enterprise Mentor' and then click on the link ('Here') provided to enter the name and Enterprise Mentor details. Enterprise Mentors do no need to have pre-registered with the online system but the system requires that you assign the proposed Enterprise Partner before you can add an Enterprise Mentor.

- Complete the Enterprise Mentor Registration. Applicants should enter the name and contact details of their Enterprise Mentor. The online system will use the email addresses supplied by

the applicant and will provide the Enterprise Mentor with log-on details to access the online system as soon as the applicant has submitted his/her application to the online system.

- **If an incorrect email address is provided, then the Enterprise Mentor will not receive the automatic email with the necessary details. It is therefore essential to provide the correct details.** As stated above, <u>once the application has been submitted, no alterations are possible.</u> **We expect the email address of the Enterprise Mentor to match the Enterprise Partner organisation (e.g. a company specific email address, not gmail or yahoo accounts).**
- Click **"save draft".** The Enterprise Mentor should now be added to your Participants tab.
- Contact your Enterprise mentor to check that they have received this email. If they do not receive this email, they should check their spam folder and ensure that the ircapps@research.ie email address is on their 'safe senders' list. If they are using an institutional or work email account, they may need to check with their IT department to ensure there is no issue with their organisation's internal firewall.

  Enterprise Mentors must submit a completed form via the online system by the Enterprise Mentor deadline of **16:00 (Irish Time) 9 December 2021.** It is the applicant's responsibility to ensure Enterprise Mentor completes their respective form through the online system by exact stated deadline. **These forms will not be accepted by email, in hardcopy or by any other means.** The Council is not responsible for ensuring that participant forms are submitted on time through the online system.

Changing your enterprise partner/mentor

If you want to change your nominated Enterprise Partner, then select the check box beside your Enterprise Partner and click "remove" and "save draft". You can then lookup the details for your new Enterprise Partner.

We do not recommend changing supporting participants on an application in case a form is submitted by the wrong party.

8. Adding Referees to an Application

- Referees do not need to have pre-registered with the online system.
- Referees must be different to your Mentor in Ireland and enterprise mentor. Please seek permission before adding them, as an automated email is sent to them as soon as you click "save draft".
- Click the blue 'here' link on tab 1 (primary and additional participants) as pictured below and enter the contact details for referees one at a time.
- After adding referee 1, click "save draft". An automated email is sent to the referee.

Adding Referees

- You must associate two referees with your application, neither of whom may be your primary supervisor.
- A suitable referee is an individual who knows you sufficiently well to provide you with a reference, e.g. a principal investigator or a mentor from any time in your career or education.
- Each referee will be required to provide an online reference as part of your application.
- To enter and sign up your referees, please click HERE ◄ **To assign the two requisite referees to your applications, click 'HERE'**
- After you have added a referee, please click **Save Draft** at the bottom of this page. Referees are not linked to your application until you have done so. Once you have clicked **Save Draft**, the referee's name will appear in the participants' section of your application form.
- Once the referee's name is listed in the participants' section of your application form, they will receive an automatic email advising them to log into the system and create a reference form. You should check with your referees as early as possible to ensure that they have received this email and can access the online system.
- It is ESSENTIAL that you ensure the email addresses you provide for your referees are correct. If an incorrect email address is entered, your referee will NOT receive the automatic email and will therefore be unable to access the online system to complete their reference form. This will result in your application being deemed ineligible.

- **Please assign one referee under the Role of Referee 1 and a second referee under the Role of Referee 2. *NB***

- Check with the referees that they have received this email. If they do not receive this email, they should check their spam folder and ensure that the ircapps@research.ie email address is on their 'safe senders' list. If they are using an institutional or work email account, they may need to check with their IT department to ensure there is no issue with their organisation's internal firewall.
- If the application is submitted where an incorrect email address is supplied for either referee, they will <u>not</u> receive login details for the online system and will not be able to complete their participant form. **Please ensure <u>all</u> email addresses are correct prior to submission.** As stated above, once the application has been submitted, no alterations are possible. Once all the relevant participants have been added to an application, their details will be listed in the 'participants' section of the 'application start' page.

- If your referee is already registered on the system with that email address, the organisation will default to the organisation listed in their profile. Please contact your referee to check if he/she wants to update their organisation in their own account.
- It is the applicant's responsibility to ensure referees complete their respective forms through the online system by the exact deadline of **16:00 (Irish Time) 9 December 2021**. <u>These forms will not be accepted by email, in hardcopy or by any other means</u>. The Council is not responsible for ensuring that participant forms are submitted on time through the online system.

Changing your referee

If you want to change or update your referee details:
- Please **notify the referee that they are no longer assigned to an application**. If you remove a referee from your application, they will not be automatically notified.
- Navigate to the 'participants' section at the bottom of the 'application start' page.
- Select the check box beside the participant you wish to remove, click the **' - '** button and 'save' your application. The participant will be removed, and you can add an alternative as per the instructions above.
- We do not recommend changing supporting participants on an application in case a form is submitted by the wrong party.

> **If an incorrect email address is provided for either Referee they will not receive the automatic email with the necessary login and password details and will not be able to complete their form.** Once an applicant has saved each Referee to their application, they should check with the Referees that they have received the automatic email with login and password details. Applicants should check this prior to submitting their application form: an incorrect email can be corrected while the application is in draft (see instructions below) **but once submitted, no changes can be made to an application, including correcting Referee email addresses.**

Once you have added all the relevant participants their names are listed in the 'Participants' section of the 'Project/Application Start' page of the application.

9. Academic Qualifications

Click on the "academic qualifications" tab and enter your qualifications as appropriate. **Note that examination results must correspond exactly with the full academic transcripts, or the application/offer will be automatically withdrawn. If applicants have a degree from outside the Republic of Ireland, please explain your results and provide a "translation" e.g. 4.5 GPA is equivalent to A+. Any misleading statements will result in disqualification.** If an applicant is successful, these results will be verified through the submission of full academic transcripts. Should results not match, the application will be deemed ineligible and the offer withdrawn.

- Academic Qualifications – Undergraduate Qualifications
- Academic Qualifications – Postgraduate Qualifications
- Other Education
- Research Achievements

10. Proposed Research

What kind of research can be funded?
Please see Appendix 1 for the full list of Primary Areas and Disciplines supported by the Council. There is a section in the application form to enter information on the interdisciplinary nature of the application if it is applicable. It is the responsibility of the applicant to choose the Primary Area and Discipline most closely aligned to their proposal.

* Primary area:	[▾] ❓
Other research area(s):	[ ]
Second categorisation – if interdisciplinary:	[ ] ❓
* Keywords describing proposed research:	[ ]

11. Ethical and Gender Statements

When completing the ethics, and sex/gender dimension, please consult the sex/gender dimension statement in the appendices for further information.

Ethics Statement: where ethical issues may arise in the research, applicants are required to submit to the Council a written statement that full consideration has been given to the ethical implication of the research proposal. Full ethical approval from the relevant HEI Ethics Committee is not required at the application stage. However, if the application is successful evidence of full ethical approval will be required as part of the award acceptance (as per the Terms and Conditions).

Sex/Gender Dimension Statement: all applicants to Council schemes are required to complete the Sex/Gender Dimension statement in the application and this will also be a requirement for Horizon 2020 proposals. Please refer to Appendix II 'Guidance on the Sex/Gender Dimension Statement', which summarises the Toolkit Gender in EU- funded research, for help on how to do this.

12. Research Mobility, Work Experience, Publications

When completing all tabs, please be sure to include relevant information and click "save draft" every time you add information.

13. Applicant Declaration

Guidance on Data Management, Protection and Security: The Council often has queries from interested enterprise partners about the possibility of working with Postdoctoral Researchers and from interested funding agencies that would like to co-fund awards with the Council.

Please disclose any potential conflict of interest between the applicant, Enterprise Partner, Enterprise Mentor or Academic Mentor. If a conflict of interest exists, please outline the nature of the potential conflict of interest and explain how this will be managed. An example of this is if your academic mentor is a co-founder of the enterprise partner. Failure to disclose this will result in withdrawal of application/offer/award automatically at any stage that the Council becomes aware of this undisclosed conflict.

Applicants are asked at the end of their application form whether or not they would like the Council to make their application available to other funding agencies and/or enterprise/employment partners for funding consideration. This consideration is in addition to the current Council Postgraduate Scholarships on offer and will not affect assessment of your application in any other way.

14. Completing the Application

- It is important to check and re-check the application form until you are fully satisfied with all sections of your application <u>before</u> you submit the application.
- **No alterations can be made to an application once it has been submitted. If successful, you will only be offered funding to carry out the project as detailed in the application.**
- Any evidence of plagiarism will result in the applicant being prevented from applying to Council funding in the future.
- In order to submit the application form, you must scroll to the bottom of the page and click 'submit application'.

- It is very important to ensure all details are correct before submitting, as no changes can be made once submitted. This includes any errors that might make the application ineligible such as (but not limited to): **incorrect email addresses, mismatch of HEI and supervisor, incorrect degree information and incorrect results and failure to disclose conflicts of interest.**

The following message will be displayed once your application has been submitted successfully.

Next Steps

Once an applicant has submitted his/her application, the **online system** generates a number of automated emails to the participants included in the application. **Applicants should note that while Referees and the Enterprise Mentor may create and submit their form once they have been added to an application,** the Supervisor can only complete their respective form after the applicant has submitted their application, and **so the applicant should submit well in advance of the applicant deadline if there are issues with availability of the supervisor**.

All applications must be endorsed on behalf of the proposed host institution by the Research Office. All participant forms must be submitted and RO endorsement completed by the stated deadlines or the application will be deemed ineligible. The RO endorsement is the final step in the **online system** process, after which the applicant will receive an automated email informing them that the application process is now complete.

It is the responsibility of the applicant to ensure that all participants have sent their forms/references by the deadline. Ensure your referees and mentors submit their references on time. This can be monitored through the "submitted applications" icon. When all forms and references are submitted, the status of the application is "Ready for Review".

15. Checking the Status of Reference Forms

- The **status of these forms can be checked by the applicant by logging into the online system** and clicking on the '**submitted applications**' icon on the 'home' screen. The information contained in the 'referees status' and 'supervisor/mentor status' columns confirm who has been assigned to the application and the status of their reference form.
- If the form is listed as **'in preparation' or 'draft' or if there is no notice beside it (indicating that it has not been started), it has not been received by the Council**. Only if the form is listed as **'submitted' or 'completed'**, it has been received by the Council. If necessary, you should contact your proposed academic mentor, enterprise mentor and/or referees to ensure their forms will be submitted before the deadline.
- The online application system will automatically shut down after the deadline passes.
- **It is the responsibility of the applicant to ensure that the academic mentor, enterprise mentor and referee forms are submitted by the exact stated deadline.**

If necessary, you should contact your proposed Mentor in Ireland and/or referees to ensure their forms will be submitted before the deadline. The online application system will automatically shut down after the deadline passes.

16. Endorsement of Applications

The research office endorsement is the final step in the application process. All applications must be endorsed on behalf of the proposed higher education institution by the office of the Vice-President/Dean of Research as applicable.

- Applications missing referee, enterprise mentor and primary academic mentor forms will be deemed ineligible.
- Once the research office has endorsed an application, the status of the application will change from 'application received' to 'ready for review'. If the research office rejects the application, the status will be updated to 'ineligible application'.
- Applicants will receive an automated email from the online system once the research office has submitted their endorsement decision.