

2022 Employment-Based Postgraduate Programme

REFEREES GUIDE TO THE ONLINE 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.

About the Guide for Referees

- This guide provides practical information to referees for submitting a reference form for an applicant to the Irish Research Council Employment-Based Postgraduate Programme.
- The Irish Research Council Employment-Based Postgraduate Programme is governed by the 2022 Call Document, Terms and Conditions and award acceptance form. The content of this guide is for general information purposes only. In the event of a discrepancy arising between this guide, the 2022 Call Document and the Terms and Conditions or award acceptance form, the latter documents will prevail.

Using the online application system

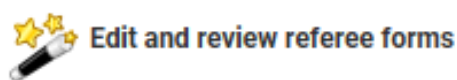
- The grants management system is only compatible with the two most recent versions of Firefox, Chrome, Internet Explorer and Safari.
- If you have a technical issue regarding use of the online system, please read these guidelines and the FAQ document available on our website. If your issue is not addressed through either of these mechanisms, only then should you email schemes@research.ie with an outline of your technical issue and a screenshot.
- Please 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 is no issue with your organisation's internal firewall.
- If you enter information and do not click the 'save' button before navigating away from the page, this information will be lost.
- If you have mislaid your password, go to the above URL and select '**Forgot password?**'. A system-generated password will be forwarded to your email address. If you do not receive this automated email, please check your spam folder.

Logging into the system

- Once an applicant adds you to their application as a referee, you will receive an email containing your username (which is your email address), password, and a link to the [login page](#).
- 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.

Creating your Referee Form

- Click on the icon 'Edit/Review referee forms' in order to view any applications awaiting your reference.



Editing the Referee Form

- On clicking 'Create', the reference form will open in edit mode.

Referee Form

Owner: Fake referee1 Referee1

Please review the **Guide for Referees** available on our [WEBSITE](#)

1. You have been nominated as a referee for a Postgraduate Scholarship application
2. You can complete this reference form by completing the fields below and clicking t
3. If you don't want to complete the reference right now, you can save a draft by clicki
4. You can find out more about Irish Research Council by visiting our [WEBSITE](#).
5. Should you experience any technical issues please contact us by sending an email
6. Please remember that the deadline for submission of this reference form is by the

Referee form: [View Form](#)

* Form in Irish?: Yes
 No

English translation: [Upload](#) [?](#)

Applicant details

Applicant's name: Fake Applicant 1

Project title: title

Higher education institution: Test University

Referee details

- Note: The screenshot above is just an example of the sections that are required and does not include all the sections that need to be filled out. Please scroll the page to see all questions.
- You can then complete your reference. This reference is an essential element of the application. Your data can be saved by clicking on the '**Save Draft**' button at the bottom of the screen. Do not click away to another tab or desktop until information has been saved, as you may lose information otherwise.

Save Draft

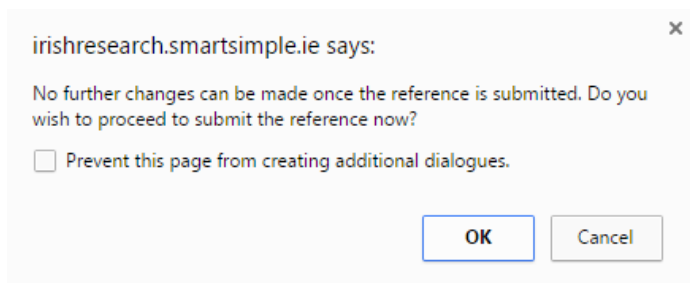
Submit Application

- Before submitting your reference, you can access and edit your form as many times as you wish by logging in and clicking Edit below the chosen application.

Edit

Submitting the Referee Form

- Once you submit your form, no changes can be made; so, please ensure you are satisfied with all the content of the form before you click 'Submit' and 'OK'.



- To submit the form, you must first open the form by clicking the 'Edit' button below the chosen application, as indicated above. Then select the 'Submit' button at the bottom of the screen. You must click 'Submit' in order for the application to proceed to assessment. Once the form has been submitted the following message will appear:



Submission Successful

Project ID:



Project Title:



- Once submitted, you will be able to view the form in the **My Submitted Forms** section on your home page. However, you will **not** be able to edit it.



My Submitted Forms

Click here to view all forms you have submitted.

- You will receive an email confirming receipt of your reference.
- The applicant's online profile will be updated to confirm that you have submitted the reference.
- The applicant will not have visibility of any information you have entered at any stage.