

# 2022 Employment-Based Postgraduate Programme

## EMPLOYMENT MENTORS 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
<b>Supervisor, mentor and referee deadline</b>	<b>16:00 (Irish time) 9 December 2021</b>
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 Enterprise Mentors

- This guide provides practical information to enterprise mentors for submitting a reference form for an applicant to the Irish Research Council Enterprise Partnership Scheme.
- The Irish Research Council Enterprise Partnership Scheme is governed by the 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 and the 2022 Call Document, Terms and Conditions or award acceptance form, the latter documents will prevail.

## Using the online application system

- Before using the system, please clear your cache and download the most recent version of Chrome. The online system is operational using the following browsers:
  - Google Chrome: two most recent versions
  - Microsoft Internet Explorer: version 10.0 and higher
  - Mozilla Firefox: two most recent versions
  - Safari: two most recent versions
- 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](mailto:schemes@research.ie) with an outline of your technical issue and a screenshot.
- Do not log into your profile 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' button before navigating away from the page, this information will be lost.
- Please ensure that the email address [ircapps@research.ie](mailto: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 have mislaid your password, go to the [login page](#) 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.

### Registering as an applicant for the first time:

1. Add the [ircapps@research.ie](mailto:ircapps@research.ie) email address to your contacts BEFORE you attempt the registration process.
2. Click on the following link to take you to the [applicant registration page](#).
3. Applicants must nominate one email address by which the online system will identify them.

### Browser Support Information

Supported browsers: [Firefox](#) (2 most recent versions), [Chrome](#) (2 most recent versions), [Internet Explorer](#) (2 most recent versions), [Safari](#) (2 most recent versions).

Email:

Password:

### Forgot password?

Please note that it may take up to 15 minutes to receive the automated email with your new password.



[Request a new password here. Ensure your email inbox accepts mail from \[ircapps@research.ie\]\(mailto:ircapps@research.ie\)](#)

## Logging into the system

- When you have logged on, the following screen will be displayed. Note Enterprise Mentor is interchangeable with Employment Mentor in the system.

The screenshot shows a dashboard with several sections. At the top, there are two callouts: 'View Assigned applications here.' with a downward arrow pointing to 'Open Calls 2018', and 'View submitted forms here.' with a downward arrow pointing to 'My Submitted Forms'. Below 'Open Calls 2018' are three main sections: 'My Assigned Applications' (with a sub-callout 'Click here to see list of projects which are assigned to you.'), 'Preview Applications in Draft Status' (with a sub-callout 'Click here to preview applications in Draft which are assigned to you.'), and 'Enterprise Mentor Assigned Postgraduate Applications' (with a sub-callout 'Click here to view application(s) awaiting your reference as a Enterprise Mentor.'). A callout 'Create an Enterprise Mentor form for an assigned application here.' has an arrow pointing to the 'Enterprise Mentor Assigned Postgraduate Applications' section.

## Creating your Employment Mentor Form

- Click on the icon 'Enterprise Mentor Assigned Postgraduate Applications' in order to view any postgraduate applications awaiting your completion of an Employment Mentor form. This will bring you to the following screen where you can create your Employment Mentor form by clicking the 'Create' button.

## Editing the Employment Mentor Form

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

Application Type	Applicant	Project Title	Grant Status	View Application	New Form
Employment Based Postgraduate Programme	Fake Applicant 1	title	12197	Print (PDF)	Create

- Fill in the required sections. Your data can be saved by clicking on the 'Save Draft' button at the bottom corner of the screen.
- Note: The screenshot below 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.

**New Activity**

Back | View Project

Employment Partner Print Form: [View Form](#)

\* Form in Irish?:

**Applicant Details**

Applicant Name: Fake Applicant1

Project Title: test

**Employment Partner Details**

Employment Partner Name: test

Employment Partner Registered Company Number: 54654564

Approved By Irish Research Council: Yes

Company Type: Social organisation

Company Size: SME

SME Size: Micro Enterprise

Company Sector: Medical Technology

Principal Activity: ygjhgjg

\* How long has the organisation been operating in Ireland/aboard (as appropriate)?

**Employment Mentor Details**

The Employment Partner will nominate a research mentor from within the organisation to assist the applicant, to act as part of the supervisory team and to contribute to the overall development of the applicant.

Employment Mentor Name: Fake Enterprise Mentor1

\* Employment Mentor Job Title:

\* Contact Telephone:

Contact E-mail: ircfakeesupervisor1@gmail.com

\* Please provide details of relevant mentoring experience to date:

- You can access your application as many times as you wish prior to the deadline by logging onto the system, making sure to save the information you have entered using the **'Save Draft'** button at the bottom of the form each time. Do not click away to another tab or desktop until information has been saved, as you may lose information.

\* Please provide details as to why you decided to work with this particular applicant: Please use 'the applicant' rather than the person's name, s/he, or his/her.

x

**Click here to Save details**

499 words left

\* Do you agree to mentor and host the postgraduate applicant should the applicant be successful in the competition?

Yes ▾

[Save Draft](#) [Submit](#)

- Once you have saved a draft, under **'Enterprise Mentor Assigned Postgraduate Applications'** you will see your Reference form as *Form Created*. Click on **'Edit'** to edit the form (see below). **Save Draft** must be used to save the information you have entered.

GOIPG/2015/1576	Postgraduate (Government of Ireland)	Fake Applicant2	Lorem ipsum dolor sit amet, ex ea commodo consequat.
		Reference Form	Referee Recommendation
EBPPG/2015/4	Employment Based Postgraduate Programme	Fake Applicant1	Test Application 10.12.14
		Reference Form	Referee Recommendation
		<b>Edit</b>	Yes

**Click here to Edit existing form** →

### Submitting the Employment Mentor 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 finally submit your form, you must first open the form by clicking the '**Edit**' button below the chosen application. Then select the '**Submit**' button at the bottom of the screen. You must click '**Submit**' in order for the application to proceed to assessment.

\* Please provide details as to why you decided to work with this particular applicant: Please use 'the applicant' rather than the person's name,s/he, or his/her.

**Click here to Submit completed form**

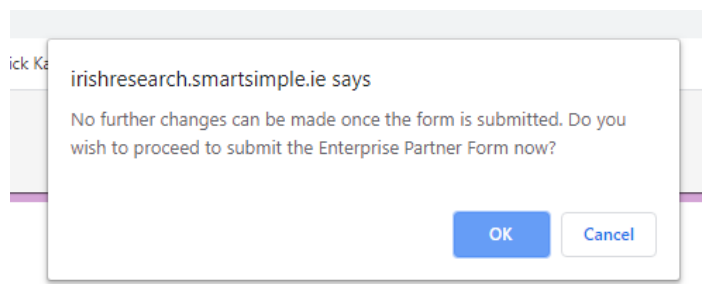
499 words left

\* Do you agree to mentor and host the postgraduate applicant should the applicant be successful in the competition?

Yes ▾

Save Draft **Submit**

- The following message will appear:



- Click '**OK**'. When you have done this, the form will save and will now be submitted to the online system. You will no longer have access to edit the form.

## Effects of Submitting the Form

- 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 Employment Mentor Form.
- The applicant's online profile will be updated to confirm that you have submitted the form.
- The applicant will not have visibility of any information you have entered at any stage.