



## 2022 Employment-Based Postgraduate Programme

### ACADEMIC SUPERVISOR'S 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
<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



## About the Guide for Supervisors

- This guide provides practical information to supervisors for submitting a reference form for an applicant to the Irish Research Council Employment-Based Postgraduate Programme.
- Supervisors will be able to access their form once the applicant submits their application.
- Supervisors can view the draft and submitted application through the system.
- The Irish Research Council Enterprise Partnership Scheme 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 and the 2022 Call Document, Terms and Conditions or award acceptance form, the latter documents will prevail.

## Using the online application system

- Each higher education institution is responsible for registering their supervisors on the online system. When initially registered, you should have received an email containing your username (which is your email address), password, and a link to the login page. If you are not yet registered on the online system, please contact your research office to find out why.
- 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.
- You 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' 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.

## Logging into the system

When you log in to the system, the following screen will be displayed:

The screenshot shows the top header with the IRISH RESEARCH COUNCIL logo and name in Irish: "IRISH RESEARCH COUNCIL An Chomhairle um Thaighde in Éirinn". Below this is a purple "Notice" banner with the following text: "Welcome to the Irish Research Council's online system which enables you to apply for competitive funding and to manage your awards. Please refer to the Research Office in your Host Institution with queries. A quick guide to your portal can be downloaded by clicking [on this link](#). We are updating our system so you may notice changes. To report potential errors or concerns you may have relating to the online system only, please contact the Research Office. Please note that if a deadline has passed, the system will not accept forms. Due to the high volume of applications and in the interest of fairness, as an applicant. \*Please note: It is imperative that applicants engage with the call documentation prior to completing the Government of Ireland Eligibility Quiz and 'Continue to Application' followed by 'Save Draft' in order to complete the eligibility process.\*"

Below the notice is a purple "Shortcuts" banner. Underneath, there are two sections: "Open calls" and "Progress reporting".

**Open calls**

- Preview applications in draft status (blue folder icon)
- Supervisor assigned postgraduate applications (blue folder icon)
- My submitted forms (yellow folder icon)

**Progress reporting**

- Create and edit progress reports (supervisor) (yellow folder icon)
- Submitted progress reports (supervisor) (blue folder icon)
- Submitted progress reports (scholar) (blue folder icon)

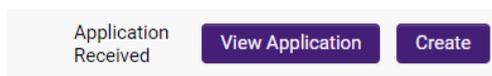
Once the applicant has submitted their application, you will receive an email inviting you to create and complete your form.

## Creating your Supervisor Form

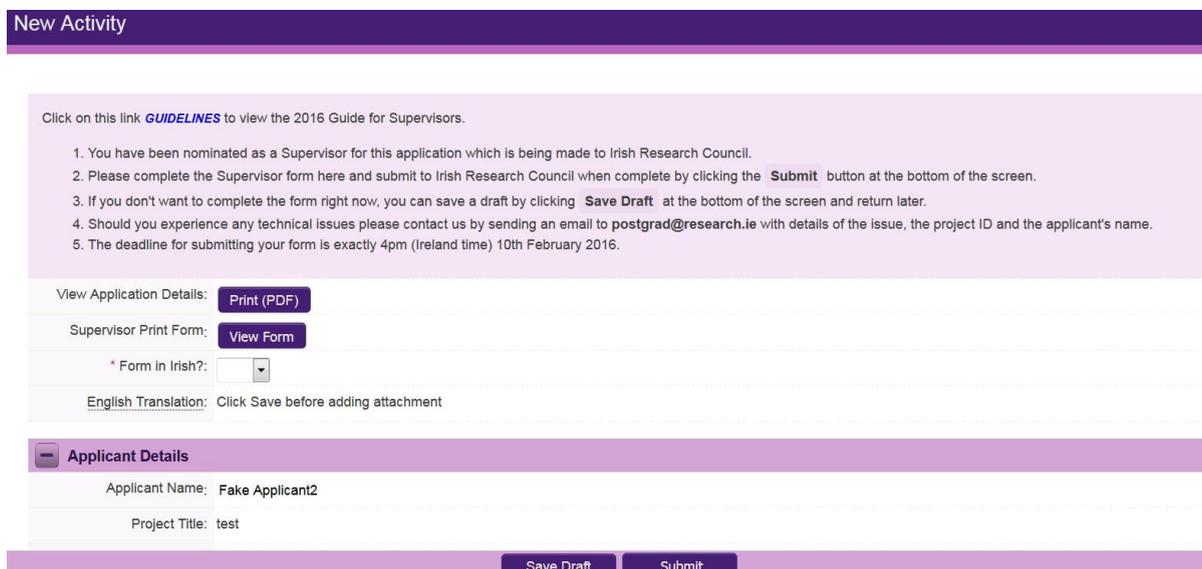
To create your Supervisor form, click on the 'Supervisor Assigned Postgraduate Applications' icon on the 'Home' screen:

This screenshot is identical to the one above, but the 'Supervisor assigned postgraduate applications' icon in the 'Open calls' section is circled in purple to highlight it as the target for creating a supervisor form.

The following screen will appear:

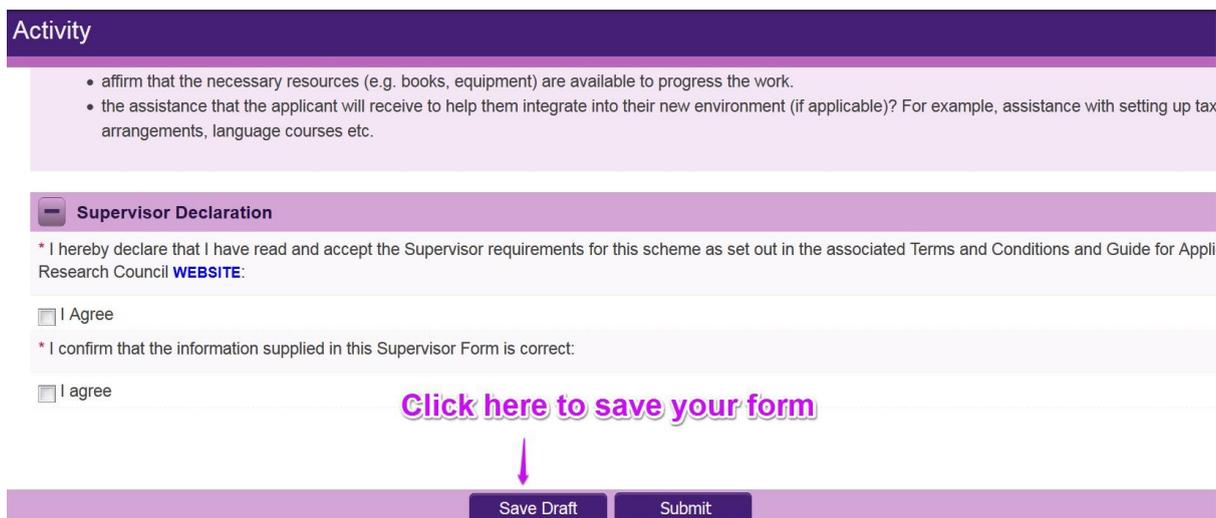


Once you click on 'Create', the supervisor form will appear. Please complete this as instructed:



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.

Your form 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.



### Editing the Supervisor form

Once you have created and saved a draft of your form, you can log out and back in as many times as you wish prior to the deadline and edit the form by clicking on **Edit**:

Once you click the 'Edit' button, your previously saved form will open.

### **Submitting the Supervisor 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 the form, open the draft form and check you are satisfied with the information you have inputted. If satisfied, click the **Submit** button at the bottom right of the screen:

• affirm that the necessary resources (e.g. books, equipment) are available to progress the work.  
• the assistance that the applicant will receive to help them integrate into their new environment (if applicable)? For example, assistance with setting up tax arrangements, language courses etc.

**Supervisor Declaration**

\* I hereby declare that I have read and accept the Supervisor requirements for this scheme as set out in the associated Terms and Conditions and Guide for Applicant Research Council [WEBSITE](#):

I Agree

\* I confirm that the information supplied in this Supervisor Form is correct: [Click here to submit your Supervisor form](#)

I agree

Save Draft **Submit**

The following message will appear:

irishresearch.smartsimple.ie says

No further changes can be made once the reference is submitted. Do you wish to proceed to submit the reference now ?

OK Cancel

If you are happy with the content of the form, **click OK**. Once you submit your form there will be no further changes permitted so please ensure you are satisfied with all the content of the form before you click 'Submit' and 'OK'.

### **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 form.
- The Applicant's profile page 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.