



2022 Enterprise Partnership Scheme (Postdoctoral)

ACADEMIC MENTORS 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 |

About the Guide for Mentors

- This guide provides practical information to 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 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 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 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:

Notice

Welcome to the Irish Research Council's online system which enables you to apply for competitive funding and to manage your 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, 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 to all applicants, we will not accept late applications.

Shortcuts

Open calls

 Preview applications in draft status

 Mentor assigned postdoctoral applications

 Preview Mentor assigned applications (in draft and submitted)

- **You will not be able to provide your Mentor form until the applicant has submitted their application.** However, you can preview the application details by (a) clicking on the 'Preview Applications in Draft Status' icon on the home page and then (b) clicking on the 'Print (PDF)' button on the following 'My Assigned Applications in Draft' screen.

Open calls

 Preview Mentor assigned applications (in draft and submitted)

- To create your Mentor form, click on the 'Academic Mentor in Ireland assigned Postdoctoral Applications' icon that is on the 'Home' screen. Select:



Completing the Mentor form

- Once the 'Academic Mentor in Ireland Assigned Postdoctoral Applications' has been clicked the following window will appear. The application may be viewed under 'Print(PDF)' and the Mentor form may be created by clicking on 'Create'

| Project ID | Applicant | Project Title | Grant Status | View Application | New Mentors Form | Mentor Form | Mentor Agreement | Form Status | Last Modified Date |
|----------------|-----------------|---------------------------|----------------------|-----------------------------|------------------------|-------------|------------------|-------------|--------------------|
| EPSPD/2019/166 | Fake Applicant2 | Postdoctoral Project Test | Application Received | Print (PDF) | Create | | | | |

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[View application here.](#)

[Create 'Mentor in Ireland' referee form here.](#)

- Once you have created your form, you can log out and back in as many times as you want (up until the deadline) and edit the form by simply clicking on **Edit**. Ensure you **'Save'** throughout the process.

GUIDELINES

1. You have been nominated as an Academic Mentor in Ireland for this Postdoctoral Fellowship application which is being made to Irish Research Council. Please term 'Academic Mentor in Ireland', it should be considered to be the same as 'Academic Mentor' as per the Terms and Conditions for this Scheme.
2. Please complete the Academic Mentor in Ireland Form here and submit to Irish Research Council by clicking the **Submit** button at the bottom of the screen.
3. If you don't want to complete the form right now, you can save a draft by clicking **Save Draft** at the bottom of the screen and return later.
4. Remember to submit your Academic Mentor Form by the deadline, **16:00 (Irish Time) 12 September 2018**, which will have been indicated in the e-mail you received.
5. Should you experience any technical issues, please contact us by sending an email to schemes@research.ie with details of the issue, the project ID and the applicant's name.

NOTE: Applicants will not have access to any of the information you provide in this form.

* Form in Irish?: Yes
 No
 ?

English Translation: Click Save before adding attachment

Applicant Details

Applicant Name: Fake Applicant2

Project Title: Postdoctoral Project Test

Primary Area:

Discipline:

Academic Mentor Details

Irish Research Body/Research Performing Organisation (RPO): Test University

Academic Mentor's Name: Fake Mentor in Ireland

* Sex: Male
 Female
 Other
?

* ORCID Identifier:

Please ensure to save your form regularly.

- You can then complete your form, which will ultimately play a key role in the evaluation of the application. Your data can be saved by clicking on the **Save Draft** button at the bottom left of the screen. Do not click away to another tab or desktop until information has been saved, as you may lose information otherwise.

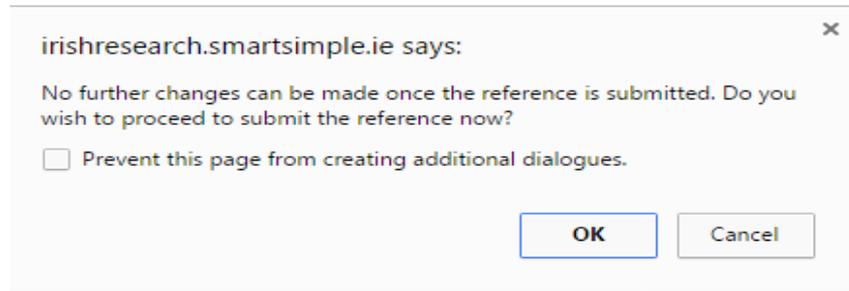
IMPORTANT: Submitting the form

- To finally submit the form you must open your Mentor Form. Check you are satisfied with the information you have inputted and then click the **Submit** button at the bottom of the screen.

Save Draft

Submit Application

- The following box will appear. If you are happy with the content of the form, **click OK**. Note: 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'.



- Once the form has been submitted the following message will appear:

Mentor Form Submission Successful

Project ID:

EPSPD/2019/█

Project Title:

Postdoctoral Project Test

[Return to Portal](#)

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.
- You will receive an email confirming receipt of your form.
- The applicant's 'inbox' 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.

Technical

- If you experience any problems, please clear the cache in your browser and continue.
- Please contact schemes@research.ie well in advance of the deadline.