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 Doucment, 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:

- **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.

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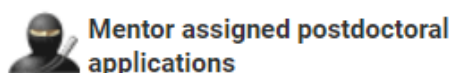
Completing the Mentor form

- 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'

- 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.

* Form in Irish?:	⚪ Yes
	⚪ No
	❓

Once 'Create Form' is selected, the referee form will appear. Please proceed to fill out all sections of the form as required.

| 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
	❓

Please ensure to save your form regularly.

| * ORCID Identifier: | |

Save Draft   Submit

- 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.
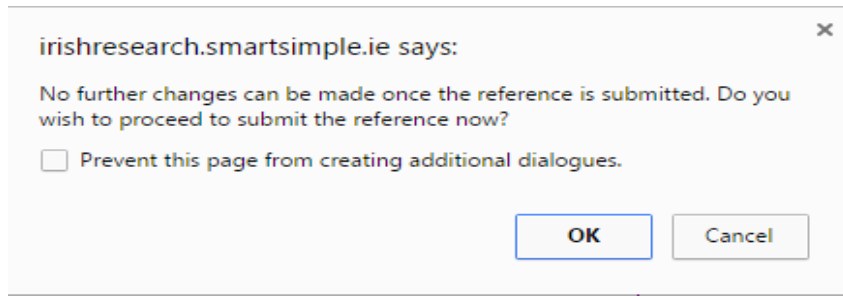
IMPORTANT: Submitting the form

- 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'.

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?

☐ Prevent this page from creating additional dialogues.

[OK] [Cancel]

- 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.