



2022 Enterprise Partnership Schemes & Employment-Based Postgraduate Programme

RESEARCH OFFICE 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 Research Offices

- This guide provides practical information to research offices for submitting an endorsement for an applicant to the Irish Research Council Employment-Based Postgraduate Programme, the Irish Research Council Enterprise Partnership Scheme (Postgraduate), and the Irish Research Council Enterprise Partnership Scheme (Postdoctoral).
- The Irish Research Council Employment-Based Postgraduate Programme, the Irish Research Council Enterprise Partnership Scheme (Postgraduate), and the Irish Research Council Enterprise Partnership Scheme (Postdoctoral) are governed by the relevant 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

- 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

- Login in [here](#)
- Once you log on you will be presented with the following screen:



Notice

Welcome to the Irish Research Council's online system which enables you to apply for competitive funding and to manage your awards. Please read the relevant funding pages on [our website](#) for further details relating 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 email system@research.ie

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, exceptions to deadlines will not be made. If you cannot see the Open Call icon 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 the Application Form. The Council will not reset the Eligibility Quiz for applicants who have 'Continue to Application' followed by 'Save Draft' in order to complete the eligibility process.

Shortcuts

Administration

Registered supervisors View all registered supervisors at Test University	Registered mentors View all registered mentors at Test University	Submitted IRCLA Applications	Register supervisor Register a supervisor at Test University	Register mentor Register a mentor at Test University
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Open calls

View draft applications View applications in draft status at Test University	COALESCE Applications ready for review View applications ready for review and endorsement at Test University	Applications pending endorsement View applications pending endorsement at Test University	Reviewed applications View applications previously reviewed by Test University
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Blue arrows point from the following text to the icons above:
- "View Applications in draft status" points to "View draft applications"
- "View and review Applications awaiting Research Office endorsement" points to "Applications pending endorsement"
- "View previously reviewed Applications here" points to "Reviewed applications"

Viewing Draft Application Information

- To view the content and other relevant details of all draft applications, please click on the 'View Draft Applications' icon on the home page.

Open calls

View draft applications
View applications in draft status at Test University

- You will then be presented with the 'Applications Awaiting Supervisor/Mentor Support' screen:

Applications Awaiting Supervisor/Mentor Support

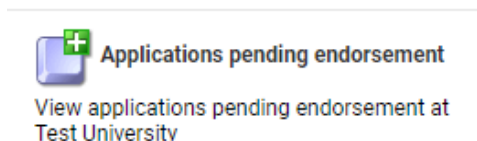
Status	Project ID	Applicant Name	Applicant Email	Number of Referee Forms Submitted	Status of Created Reviews	Supervisor/Mentor Status	Enterprise Mentor Status	Supervisor/Mentor Name	Supervisor/Mentor Email	View
Draft	EBPPG/2019/193	Fake Applicant7	fakeapplicant7@gmail.com	0	Assigned <ul style="list-style-type: none"> • name mcnamee - Draft • name mcnamee - Draft • Fake referee1 Referee1 - Draft • Fake referee2 Referee2 - Draft 	Supervisor Assigned Supervisor Form Completed	Enterprise Mentor Assigned	Fake Academic Supervisor2	ircfakeasupervisor2@gmail.com	Print (PDF)
Draft	EBPPG/2020/1	Fake Applicant5	fakeapplicant5@gmail.com	1	2 Referees Assigned <ul style="list-style-type: none"> • Fake referee1 Referee1 - Draft • Fake referee2 Referee2 - Submitted 	Supervisor Assigned Supervisor Form In Preparation	Enterprise Mentor Assigned Enterprise Partner Form in Preparation	Fake Academic Supervisor2	ircfakeasupervisor2@gmail.com	Print (PDF)

The ‘Applications Awaiting Supervisor/Mentor Support’ screen will provide you with:

- The status of the application form (i.e. whether it is in draft or whether it has been submitted, i.e. ‘Application Received’).
- Referee information including the number of referee forms submitted, the number of referees assigned, and the names of those referees that have submitted their form.
- Academic Mentor/Supervisor and Enterprise Mentor information including the Academic Mentor/Supervisor name and email address (now in separate columns so that the information copies into excel in an easier-to-use format).
- The content of the application form: click ‘Print (PDF)’ to view the application.

Submitting a Research Office Endorsement Decision

Applications awaiting endorsement can be viewed by clicking on this icon (click “Home” to go back to the main menu):



You will then be presented with the following screen:

Applications Pending Endorsement							Click here to open the Application	
Project ID	Project Title	Applicant	Institution	Name of Mentor or Supervisor	Status	Type		
1	EPSPG/2020/1	1 title	Fake Applicant5	Test University	Fake Academic Supervisor2	Pending Endorsement	EPS Postgraduate Application	Open

When you click on ‘Open’, you will see the following screen:

The screenshot shows the Irish Research Council application portal. The header includes the logo and name of the council, along with user information for 'Fake ResearchOfficer'. The main content area displays the application details for a project titled 'title'. The application type is 'Employment Based Postgraduate Programme' and the applicant is 'Fake Applicant 1'. The status is 'Pending Endorsement'. The create date is '06/01/2020 11:11:00' and the project ID is 'EBPPG/2020/3'. The project title is 'title', the Irish research body is 'Test University', and the department is 'test'. The application is not in Irish. There are buttons for 'View Application' and 'Print (PDF)'. A 'NEXT >' button is visible at the bottom right of the details section.

Proceed to check all aspects of the application, under **each** tab (click on the arrow on the right to see all tabs):

The screenshot shows a horizontal navigation bar with several tabs: 'OVERVIEW', 'PRIMARY AND ADDITIONAL PARTICIPANTS', 'ACADEMIC QUALIFICATIONS', 'PERSONAL STATEMENT', 'TRAINING AND CAREER DEVELOPMENT PLAN', 'PROPOSED RESEARCH', and 'ETHIC >'. The 'OVERVIEW' tab is currently selected and highlighted with a blue underline.

Once you have reviewed all details of the Application, click on the 'Endorsement' tab to endorse/reject the Application.

This screenshot is similar to the previous one, but with a blue arrow pointing down to the 'ENDORSEMENT' tab, which is now highlighted with a blue underline. The other tabs are 'ETHICAL AND SEX/GENDER STATEMENTS', 'APPLICANT DECLARATION', and 'ETHIC >'.

Should you reject the application, you will be asked to provide a reason for rejection.

Endorsement Agreement

* Do you support this candidate's application to carry out research at your institution?

No

* Decision?

Reject

* Comments:

* I confirm that the information supplied in this application is correct:

I Agree

* I hereby declare that I have read and accept the applicant requirements as set out in the Terms and Conditions and Guide for Applicants on the [IRISH RESEARCH COUNCIL WEBSITE](#):

I agree

← BACK

Save Draft

Submit Decision

You can submit the endorsement/rejection by clicking the submit button at the bottom of the screen. **Please Save the Form before submitting:**

Save Draft

Submit Application

Effects of Submitting the Research Office Endorsement

- The Research Office endorsement will be 'locked' and further edits will no longer be possible.
- You will receive an email confirming receipt of your decision.
- The applicant will receive an email confirming the Research Office decision. If the application has not been endorsed, the reason entered the system by the RO will not be communicated to the applicant.
- You can view the institutional decision status by clicking on the 'Reviewed Applications' icon on the 'Home' screen.

You will then be presented with the following screen that confirms the status of the application:

Application Type: Employment Based Postgraduate Programme

Applicant: Fake Applicant 1

Research Office Decision

Decision Submitted: Endorse  [Research Office decision can be viewed here](#)


Date Submitted: 07/01/2020

Does Research Office Support candidate?: Yes

[< OVERVIEW](#) [PRIMARY AND ADDITIONAL PARTICIPANTS](#) [ACADEMIC QUALIFICATIONS](#)

Application details

Application type: Employment Based Postgraduate Programme

Status: Ready for Review  [Status of the Application will update following submission of decision](#)

Create date: 06/01/2020 11:11:00

Project ID: EBPPG/2020/3

Project title: title 

Irish research body: Test University 