



## **2022 Enterprise Partnership Scheme (Postgraduate) & Employment-Based Postgraduate Programme**

### **APPLICANTS GUIDE TO THE SYSTEM**

<b>Key Dates</b>	
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.**

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## 1. 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 [system@research.ie](mailto:system@research.ie) with an outline of your technical issue.
- For any technical query, please include:
  - > your project ID
  - > the browser you are using
  - > and, if appropriate, a screenshot of any error messages.
- **Applicants 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 draft' button before navigating away from the page, the information will be lost.
- **No alterations can be made to an application once it has been submitted. It is therefore important that you check and re-check the application form until you are fully satisfied with all sections before submitting.**

## 2. Registering as an Applicant for the First Time

- In order to register as an applicant on the online system for the first time, click [here](#) and complete the applicant registration form as prompted after selecting 'Register here'.
- Once you have filled in the required details, click 'submit' at the bottom of the registration page. A confirmation email will automatically be sent to the email address you have provided. This email confirms that you have successfully registered for the online system and will issue you with a username and password.
- If you do not receive this email, please check your spam folder and ensure that the [ircapps@research.ie](mailto:ircapps@research.ie) email address is on your 'safe senders' list. If you are using an institutional or work email account, you may need to check with your IT department to ensure there is no issue with your organisation's internal firewall.
- Once you have received your username and password, you should access the online system [here](#) using the login details provided.
- If you have lost or forgotten your password, navigate to this [link](#) and click 'forgot password?' A system-generated password will be forwarded to your email address. If you do not receive this email, please check your spam folder. Please note that it may take up to 15 minutes to receive the email containing your new password

**Thinking About Applying?** Please direct all queries about the scheme and application process to your Research Office. The Council are not in a position to engage with individual queries by email or over the phone. However, if you have a technical issue regarding the use of the OLS, please read these Guidelines and the FAQ document (available on our website [www.research.ie](http://www.research.ie)). If your issue is not clarified through the Guide or FAQ, only then should you email [schemes@research.ie](mailto:schemes@research.ie) with an outline of your query. Please include your Project ID, the browser you are using, and a screenshot of the OLS and any error messages.

**To log in:**

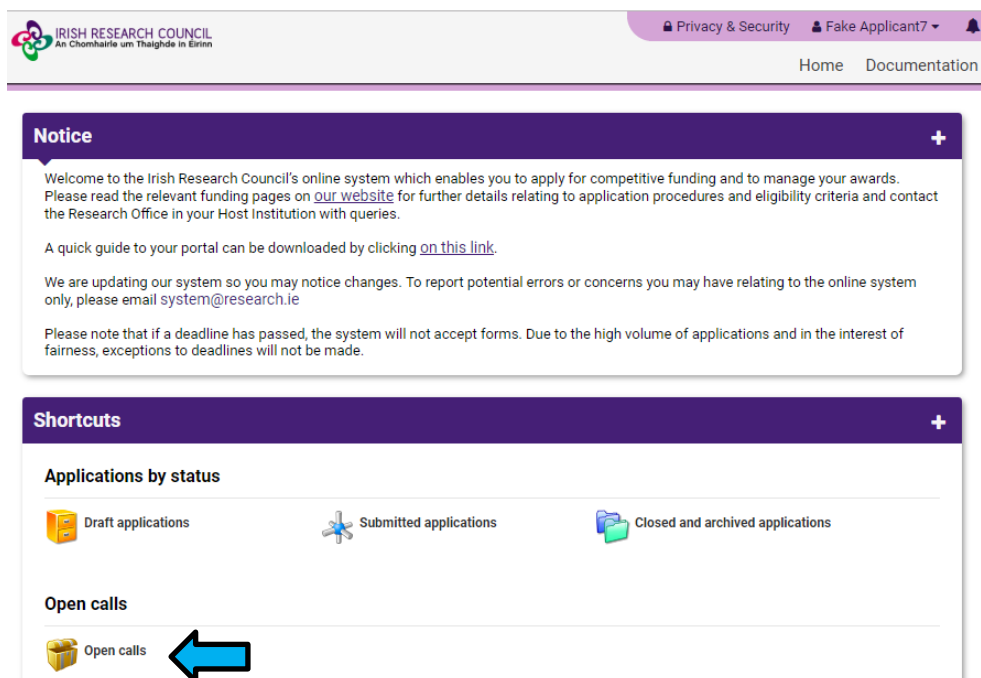
- Once you have received your username and password, access the online system on the Irish Research Council [website](http://www.research.ie).
- Please enter the username and password that was supplied to you in the '**Irish Research Council Registration Details**' email and then click '**Login**'.
- When you log in, you will be presented with the 'home' screen below where you can create and edit your application prior to the applicant deadline.
- This is your '**Home**' and you can access and edit your application prior to submission and prior to the Applicant deadline through this screen. If you want to change any of your personal details, you can click on your name and '**Profile**'.

### **3. Creating an Application Form**

Please note: other schemes may be open during the application period for the Enterprise Partnership Schemes and the Employment-Based Programme. Applicants who wish to apply to the Enterprise Partnership Scheme or Employment-Based Programme should refer to the appropriate documentation for that scheme and ensure that they are completing the appropriate application form.

1. Click on Open Calls to find the open call to which you wish to apply. The call will only appear in the portal when there is an open call.
2. Click on Draft Applications to re-open an application you have in draft
3. Click on Documentation to access the Guide for Applicants

At the top of the screen you can click on your 'Name' to change your password or change details in your profile or click on 'Privacy & Security' to see our Privacy & Security notice.



### To Create the Application Form

Click on 'Open Calls' to create a new application form. The following screen will appear: Please select the relevant call, i.e. EPS Postgraduate Application or Employment-Based Postgraduate Programme Application.

E.g. For **Enterprise Partnership Scheme Postgraduate** application:

Programme Name	Programme Status	Call Status	Applicant Submission Deadline Date	Participants Submission Deadline Date	Research Body Submission Deadline Date	Create Application
EPS Postgraduate Application	Active	Draft	02/12/2020 00:00	09/12/2020 00:00	16/12/2020 00:00	Apply

Click '**Apply**' to create an application form.

At the beginning of the application select the Irish Research Body (i.e. the Higher Education Institution) where you propose to be based for your Scholarship by selecting the '**Lookup**' [binoculars] button.

\* Irish Research Body:

You will then be presented with the following screen:

## Select Organisation

Organisation Name	Address	City
<input type="radio"/> Athlone Institute of Technology	.	
<input type="radio"/> Cork Institute of Technology	.	
<input type="radio"/> Dublin City University	.	
<input type="radio"/> Dublin Institute for Advanced Studies	.	
<input type="radio"/> Dun Laoghaire Institute of Art, Design and Technology	.	
<input type="radio"/> Dundalk Institute of Technology	.	
<input type="radio"/> Economic and Social Research Institute	.	Dublin
<input type="radio"/> Galway-Mayo Institute of Technology	.	
<input type="radio"/> Institute of Technology, Carlow	.	
<input type="radio"/> Institute of Technology, Sligo	.	

- **Select the check box** next to the relevant institution name and click **“save draft”**. (If you cannot find your Institution name, please contact the Research Office (RO) of your institution to make sure they are registered in the Irish Research online system). Should you wish to change your nominated HEI, please ensure your supervisor is located at the new HEI. Applications with supervisors who are not listed at the HEI will be deemed ineligible.

Next:

- Enter your Project Title
- Select whether your application is in Irish

\* Project title:

100 words left

\* Irish Research Body:

Applicants

\* Application in Irish:

☐ Yes
 ☐ No

?

English translation:

Click Save before adding attachment

Enter the project title here.

Look up the chosen HEI.

If submitting an application in Irish, select 'Yes.' Once the application has been saved, the 'Upload Translation' function will appear and the translation may be uploaded (in PDF format only).

Applicant Details

Name:

Fake Applicant1

Email address:

ircfakeapplicant1@gmail.com

Contact telephone number:

1111111111111111

Contact address:

Test test , Test test, Dublin 4, Dublin 4, Ireland

Please select the gender you identify with:

Female

Postcode:

Dublin 4

\* What is your nationality, i.e. your passport-issuing country?:

Saint Helena

Applicant details are populated from the applicant profile. If you wish to change these details, return to the applicant homepage and select 'Manage Profile.' Once new details have been entered and saved, they will appear in this section of the application.

At this point your draft application has been created.

< OVERVIEW PRIMARY AND ADDITIONAL PARTICIPANTS ACADEMIC QUALIFICATIONS PERSONAL STATEMENT TRAININ

Application type: Employment Based Postgraduate Programme

Status: Draft

Create date: 08/01/2020 02:54:00

Application deadline: 2020-02-27 16:00:00 Ireland time

Project ID: EBPPG/2020/4

\* Project title: title 100  
? 98 words left

\* Irish research body: Test University ?

\* Department: dept

\* Application in Irish: ☒ Yes ☐ No ?

English translation: ?

Application PDF: View Application

Print form: Print (PDF)

Save Draft Submit Application

The system will default to **'Edit'** mode and you can now input information into your new application form and save it by using the **'Save Draft'** button at the bottom of the form. You must be in 'Edit' mode to edit information in your form. The Edit / View button is located on the top left of the 'Project/Application Start' home screen. If you have selected 'Yes' to 'Application in Irish', you have the option to upload your own English translation. The system will only accept documents in PDF format. Use the 'Upload' button to upload your translation.

Scroll down to the next section, 'Applicant Details,' lower down the page. This section is largely populated based on the personal profile entered when you registered at the beginning of this process. If you would like to update any of this information, click 'save draft' and navigate back to the home screen where you can click on your name to find the 'profile' button.

- **Include your ORCID.** ORCID provides a persistent digital identifier that distinguishes you from every other researcher and, through integration in key research workflows such as manuscript and grant submission, supports automated linkages between you and your professional activities ensuring that your work is recognised. If you do not currently have an ORCID, please register for one at [www.orcid.org](http://www.orcid.org).

## 4. Editing an Application

You may log on, access and edit your application as many times as you wish prior to the Applicant Deadline so long as the application has not been submitted and remains a 'Draft Application'. Do not use the browser 'back' button at any stage as you may lose essential information.

Edit your application by selecting the **'Draft Applications'** icon on your home page:

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An Chomhairle um Thaighde in Éirinn

Privacy & Security | Fake Applicant | Home | Documents

### 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 application procedures and eligibility criteria and contact the Research Office in your Host Institution with queries.

A quick guide to your portal can be downloaded by clicking [on this link](#).

We have updated our data protection policy as per the Privacy & Security tab.

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](mailto:system@research.ie) and send a screenshot if possible.




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, please follow the Guide for Applicants to self-register 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 once it has been submitted. You must select 'Continue to Application' followed by 'Save Draft' in order to complete the eligibility process.\*


Please follow the guides for applicants, supervisors, mentors, referees etc. available on the call webpage.

### Shortcuts

**Applications by status**

 Draft applications |  Submitted applications |  Closed and archived applications

**Open calls**

 Open calls

Click the **'Edit'** tab to the right of the application you wish to edit:

An Chomhairle um Thaighde in Éirinn | Home | Documents

1 of 1 <

### Draft Applications

Application Type	Project ID	Project Title	Irish Research Body	Last Modified	Edit Project
Employment Based Postgraduate Programme	EBPPG/2021/1	1. Test Project Title	Test University	13/10/2020	<b>Edit</b>

This will bring you to the summary 'Project/Application Start' page of your draft application. This page will already be in edit mode which will allow you to add information to your application. You must be in 'edit' mode to input information to your application form. You can switch between the 'view' and 'edit' modes at the top left of the 'application start' tab on the home screen.

**Edit**

Main | 1 title

Participants | Partner Organisation(...)

### Enterprise Partnership Scheme Postgraduate Application Form

Should you require any technical assistance please contact the Council by email to

[schemes@research.ie](mailto:schemes@research.ie)

As each applicant can only submit one application to an Enterprise Partnership Scheme or Employment-Based Programme, the message below will now appear if you click on the 'open calls' icon on your home page.

**You have already created an Application for this Call.  
Please click your Draft Applications icon on your Portal.**

To complete the application form, you will need to complete the following tabs:

- Overview
- Primary and additional participants



- Academic qualifications
- Personal statement
- Training and career development plan
- Proposed research
- Ethical, Sex/Gender Statements
- Applicant declaration

All tabs will need to be completed prior to submitting your form – scroll to see all tabs.

OVERVIEW PRIMARY AND ADDITIONAL PARTICIPANTS ACADEMIC QUALIFICATIONS PERSONAL STATEMENT PROPOSED RESEARCH ETHICAL AND GENDER STATEMENTS APPLICANT DEC

#### Application details

Application type: EPS Postgraduate Application

Status: Draft

Each tab has a **'SAVE' button at the end of the page**, you may need to scroll down for this to be visible to you. **Please ensure that you press the 'save draft' button at the bottom of each page before moving from one tab to another and after adding each participant (supervisors, enterprise/employment partner, mentors and referees).** If you input information on a tab and switch to another without pressing 'save draft', this information will be lost.

Save Draft

Submit Application

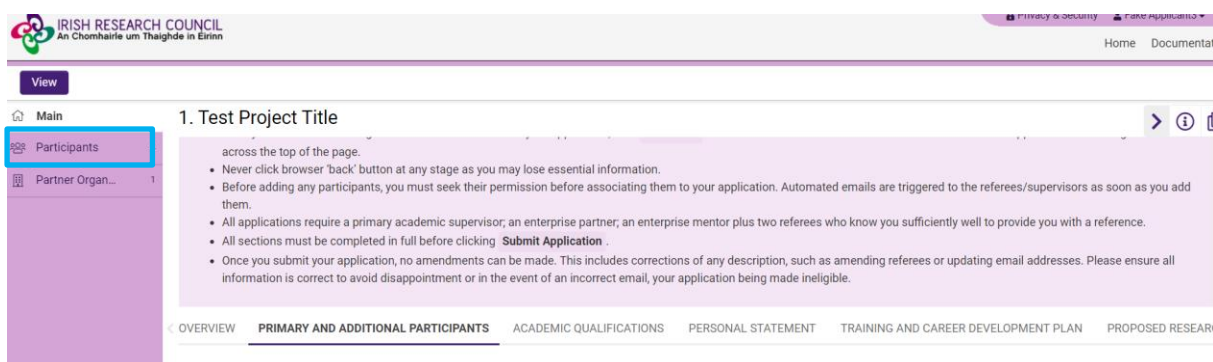
## 5. Adding Supervisor(s) and Enterprise/Employment Mentor to an Application

**Please Note:** All applicants must gain the permission of their proposed **Supervisor, Enterprise/Employment Partner, and Enterprise/Employment Mentor BEFORE** adding them to an application.

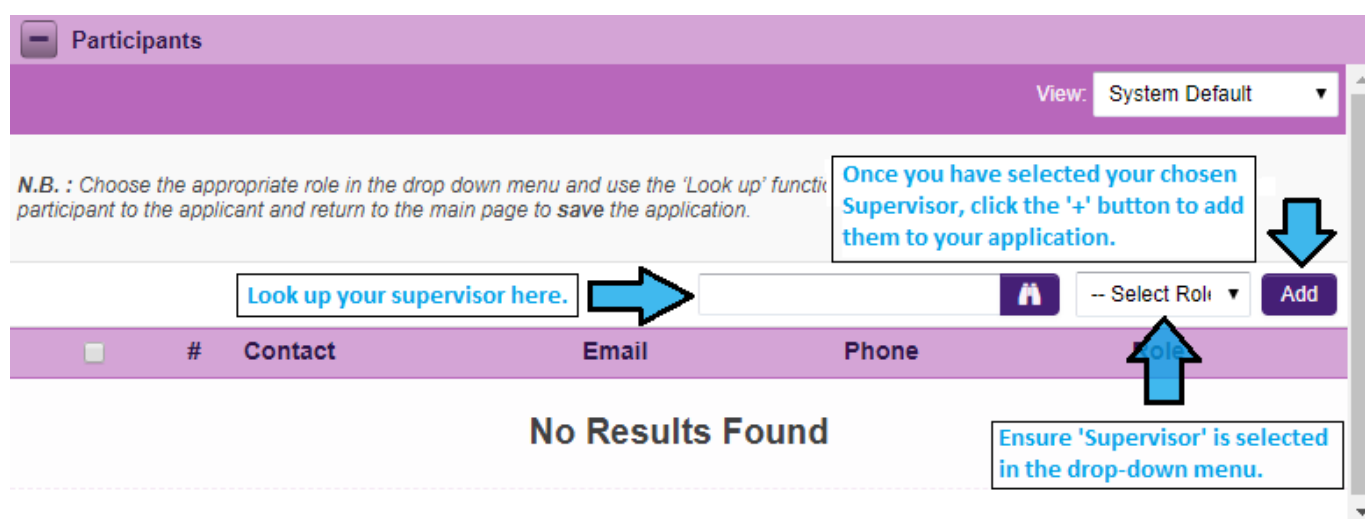
Once you have gained permission from the supervisor, you must associate a pre-registered primary supervisor with your application through the participants section at the left of the page. All applications require a primary supervisor who is willing to supervise the proposed research project, an Enterprise/Employment Mentor from the Enterprise/Employment Partner organisation and two referees who know you sufficiently well to provide you with a reference. Your primary supervisor and your Enterprise/Employment mentor may NOT act as one of these referees, however a secondary supervisor is permitted to do so. Please note that the Council is not in a position to recommend supervisors.

**You can add your supervisor by following these steps:**

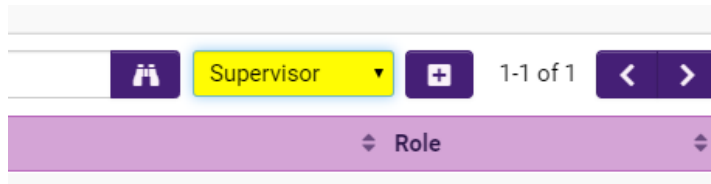
- Scroll to the **'Participants'** section at the left of the page where you must add your Academic Supervisor.



- Supervisors can be added by using the **'Lookup' [binoculars]** function on the **Participants** panel. Click on 'Lookup' [binoculars] and a pop-up window containing registered Supervisors will appear.



- Click on the 'Role' dropdown and select 'Supervisor', click on next drop-down tab and select the criteria under which you wish to search, e.g. First Name or Surname, and then type in the details and click 'Find'. Then select the name of your supervisor and click 'OK'. Clicking 'ok' will close the pop-up window and return you to your application.



- Your Supervisor's name will now be visible under **'Participants'**. Ensure the dropdown field beside your Supervisor name shows the role as 'Supervisor' and 'click' '+'.
  - Click 'Save Draft'.
  - On saving your draft application, your supervisor will be added to your application and will be listed under the Contact section.

**If you cannot find your proposed supervisor name:**

- Supervisors need to be pre-registered on the online system by the Research Office in their Institution before they can be selected and added to your application. If you cannot find your

proposed supervisor on the system, please ensure that you have selected your host Irish Research Body on the Overview Tab. If you have selected your host Irish Research Body and cannot find your proposed supervisor, please contact the supervisor to ask him/her to contact their institution's Research Office. The Research Office will register the supervisor on the system.

- Supervisors who have previously registered do not have to do so again.
- It is important to check the registered name of the supervisor to ensure that you have selected the correct Supervisor from the list (e.g. there may be two or more academics with the same name in the same institution) and also to ensure that the correct email address has been registered in the system.
- If they do not receive this email, they should check their spam folder and ensure that the [ircapps@research.ie](mailto:ircapps@research.ie) email address is on their 'safe senders' list. If they are using an institutional or work email account, they may need to check with their IT department to ensure there is no issue with their organisation's internal firewall.
- If your supervisor details appear incorrect or if your supervisor is having difficulties logging into the system then you or your supervisor should contact your Research Office to confirm the details / email address they used to register the supervisor.
- Once your Supervisor has been added to the application he/she will receive an email notification to confirm that he/she has been added to your application as a Supervisor. From this point on your Supervisor can log in to the system and view your draft application by clicking on 'My Assigned Applications in Draft'. However, Supervisors cannot create or submit their participant form until after you submit your application.
- Supervisors must submit a completed Supervisor form via the online system by the Supervisor deadline of **16.00 (Irish Time) 9 December 2021**. This confirms their willingness to supervise the applicant.
- **If you want to change your nominated Supervisor** then tick the check box beside your Supervisor's details, click 'Remove' and then save your draft. Your supervisor will be removed and you can then lookup the details for your new Supervisor as per the instructions above. If you remove a Supervisor, they will not be automatically notified. It is your responsibility to notify them that they are no longer assigned to your application. We do not recommend changing supporting participants on an application in case a form is submitted by the wrong party.
- It is the **applicant's responsibility** to ensure that their primary **supervisor completes their reference** form through the online system by the exact stated deadline. This form will not be accepted by email, in hardcopy or by any other means. The Council is not responsible for ensuring that participant forms are submitted on time through the online system.

### **Adding an Enterprise/Employment Partner**

**EBP APPLICANTS PLEASE NOTE:** For the purposes of the 2022 Call, when the online system uses the terminology 'Enterprise Partner' or 'enterprise mentor' it shall be considered to be the equivalent of the terms 'Employment Partner' and 'Employment Mentor' used here in the Guide and also in the Terms and Conditions for the Employment-Based Programme. The proposed Employment Partner needs to be pre-registered on the system before they can be selected and added to your application.

**Please Note:** All applicants must gain the permission of their proposed **Enterprise/Employment Partner** **BEFORE** adding them to an application.

If your Enterprise Partner is already **preregistered** on the online system, click on the 'Partner Organisation(s)' tab on the left of the screen.

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Privacy & Security

Home

View

Main

Participants 4

Partner Organ... 1

### 1. Test Project Title

to the referees/supervisors as soon as you add them.

- All applications require a primary academic supervisor; an enterprise partner; an enterprise mentor plus two referees who know sufficiently well to provide you with a reference.
- All sections must be completed in full before clicking **Submit Application**.
- Once you submit your application, no amendments can be made. This includes corrections of any description, such as amending email addresses. Please ensure all information is correct to avoid disappointment or in the event of an incorrect email, application being made ineligible.

OVERVIEW PRIMARY AND ADDITIONAL PARTICIPANTS ACADEMIC QUALIFICATIONS PERSONAL STATEMENT TRAINING

Binoculars icon

EPS Partner

1-1 of 1

Use the look up (binoculars) button to find the chosen partner. Ensure that "EPS Partner" is selected in the drop-down menu.

Partner Organisation(s)

View: System Default

Binoculars icon

EPS Partner

Add

Organisation	Phone	Address	City	Role
<input type="checkbox"/> Fake Company	1234556	1	Cork	<a href="#">EPS Partner</a>

Once the application has been saved, The Enterprise Partner will be associated with the application.

Once they have been identified click the '+' button and then click 'Save Draft'. Save your application. The partner should ensure their mail box can accept notification emails from [ircapps@research.ie](mailto:ircapps@research.ie)

**If you want to change your nominated Enterprise/Employment Partner** then select the check box beside your Enterprise/Employment Partner [in 'Partner Organisation' at the left of the page] and click '-' (remove). You can then lookup the details for your new Enterprise/Employment Partner.

**If your Enterprise/Employment Partner is not registered on the online system the applicant must complete the 'Invite to Register' form.**



## Adding Enterprise Partner

This section allows you to provide details on the proposed Enterprise Partner to support and co-fund your application.

**Your application will only be completely accepted if the proposed Enterprise Partner has been associated with this application.**

### How to add a existing Enterprise Partner to the system:

1. Scroll to the **Partner Organisation(s)** section at the bottom of the page.
2. You can select a pre-registered Enterprise Partner using the following steps:
  - o Ensure you have EPS Partner selected in the drop down menu.
  - o Use the predictive text to find the partner name.
  - o If you cannot find your Enterprise Partner please see section below on **How to add a new Enterprise Partner to the system**.
  - o Once you found the company name click **Add** button.
  - o Your Enterprise Partner is now listed in **Enterprise Partner** section on your application.
  - o Click **Save Draft** at the bottom of your page.

### How to add a new Enterprise Partner to the system:

1. If the Enterprise Partner is not registered in the system you can request them to register by clicking on the button below.

Invite to Register



Enterprise Partners that are not registered on the OLS may be invited to join by the applicant.

2. Once your partner registers you will have to associate the Enterprise Partner with your application by following the instructions above.

- Please click and complete the **'INVITE A NEW ORGANISATION TO REGISTER'** form ['Invite to register' button]. This will be sent to your Enterprise/Employment Mentor so that the Enterprise/Employment Mentor/Primary Contact can complete the registration form for their organisation. **The primary contact should be someone who has the authority to agree to our conditions on behalf of the organisation.**



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#### Invite a new organisation to register

Please use the fields below to enter details of the organisation which you wish to invite to register on our system. Once you have entered the details click the 'Send Invite' button below to send your invitation.

\* Organisation Name

\* Contact Full Name

\* Contact Email

Send Invite

- The link in the email needs to be sent to the relevant primary contact in the organisation so they can register the organisation.
- Enterprise/Employment Partners only need to register once, even if they participate in multiple schemes.

- Once registered, the organisation will then be viewable as an Enterprise/Employment Partner in the online system. ***Please note that organisations listed here may not all be eligible partners.***

Once registered, Enterprise/Employment Partners can be added by clicking **Lookup (binoculars)** on the Partner Organisations panel on the left of the screen.

## Adding your Enterprise/Employment Mentor

1. Test Project Title

3 < . PARTICIPANTS ACADEMIC QUALIFICATIONS PERSONAL STATEMENT TRAINING AND CAREER DEVELOPMENT PLAN PROPOSED RESEARCH ETHICAL AND SEX/GE

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▼ Adding Employment Mentor


*Guideline*

This section allows you to provide details on the proposed Employment Mentor to support and co-fund your application.

1. You have associated the Employment Partner with your application.
2. Now please add Employment Mentor name who registered to support your application. Please assign your mentor [HERE](#).
3. Once you completed the above step please click **Save** and you will see associated Employment Mentor's details listed below.
4. Also you will see him/her being added as a **Employment Mentor** to **Participants** on the main tab.

▼ Employment Mentor Details

On the **'Primary and Additional Participants'** tab scroll down to the **'enterprise/employment mentor'** section. To add your Enterprise/Employment Mentor, click on the tab 'Adding Enterprise/employment mentor' and then click on the link ('Here') provided to enter the name and Enterprise/Employment Mentor details. Enterprise/Employment Mentors do not need to have pre-registered with the online system but the system requires that you assign the proposed Enterprise/Employment Partner before you can add an Enterprise/Employment Mentor.

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**Enterprise Mentor Registration**

Organisation:  
Test Employment Partner2

\* First Name:

\* Last Name:

\* Title:

\* Email:

\* Confirm Email:

**Submit**

\* - Mandatory fields



- Complete the Enterprise/Employment Mentor Registration. Applicants should enter the name and contact details of their Enterprise/Employment Mentor. The online system will use the

email addresses supplied by the applicant and will provide the Enterprise/Employment Mentor with log-on details to access the online system as soon as the applicant has submitted his/her application to the online system. **If an incorrect email address is provided, then the Enterprise/Employment Mentor will not receive the automatic email with the necessary details. It is therefore essential to provide the correct details.** As stated above, once the application has been submitted, no alterations are possible. We expect the email address of the Enterprise/Employment Mentor to match the Enterprise/Employment Partner organisation (e.g. a company specific email address, not gmail or yahoo accounts).

- Click **"save draft"**. The Enterprise/Employment Mentor should now be added to your Participants tab.
- Contact your Enterprise/Employment mentor to check that they have received this email. If they do not receive this email, they should check their spam folder and ensure that the [ircapps@research.ie](mailto:ircapps@research.ie) email address is on their 'safe senders' list. If they are using an institutional or work email account, they may need to check with their IT department to ensure there is no issue with their organisation's internal firewall.
- Enterprise/Employment Mentors must submit a completed form via the online system by the Enterprise/Employment Mentor deadline of **16:00 (Irish Time) 9 December 2021**. It is the applicant's responsibility to ensure Enterprise/Employment Mentor completes their respective form through the online system by exact stated deadline. **These forms will not be accepted by email, in hardcopy or by any other means.** The Council is not responsible for ensuring that participant forms are submitted on time through the online system.

#### **Changing your Enterprise/Employment partner/mentor**

If you want to change your nominated Enterprise/Employment Partner, then select the check box beside your Enterprise/Employment Partner and click "remove" and "save draft". You can then lookup the details for your new Enterprise/Employment Partner as per the instructions above.

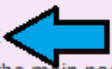
- We do not recommend changing supporting participants on an application in case a form is submitted by the wrong party.

## **6. Adding Referees to an Application**

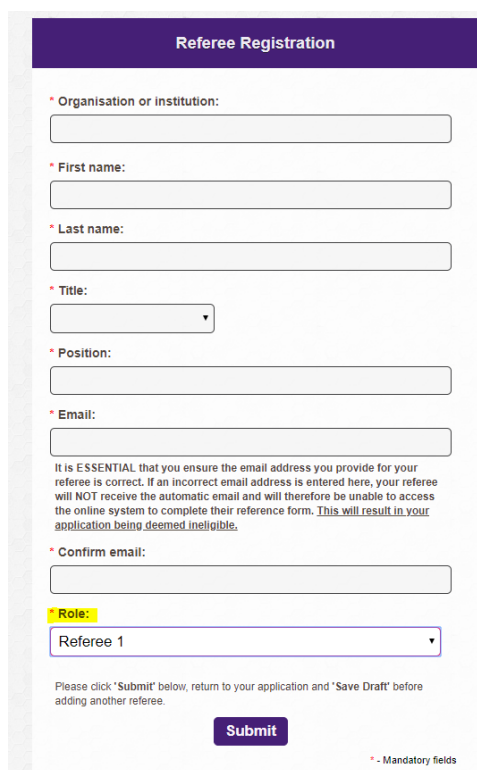
- Referees do not need to have pre-registered with the online system.
- Referees must be different to your academic supervisor and enterprise/employment mentor. Please seek permission before adding them, as an automated email is sent to them as soon as you click "save draft".
- Click the blue 'here' link on tab 1 (primary and additional participants) as pictured below and enter the contact details for referees one at a time.
- After adding referee 1, click "save draft" before adding your second referee (referee 2). An automated email is sent to the referee.



## Adding Referees

- You must associate two referees with your application, neither of whom may be your named primary academic supervisor. A suitable referee is an individual who knows you sufficiently well to provide you with a reference, e.g. a principal investigator; a mentor from any time in your career or education; or a leader or member of a research team where you have worked.
- Each referee will be required to provide an online reference as part of your application. Please note that referees do not have sight of the application itself.
- To enter and sign up referees' details, please click [HERE](#)  **Click here to add referees one at a time. Please SAVE the application after each referee has been added.** you do so.
- After you have added a referee, please click **Save** on the main page. Once you have clicked **Save**, the referee's name will appear in the participants section of your application form.
- Once you have clicked **Save**, and the referee name is listed in the participants section, the referee should receive an automatic confirmation email advising them that they can log into the system and create the reference form. You should check with your referees as early as possible to ensure that they have received such an email and can access the online system.

- Please assign one referee under the Role of Referee 1 and a second referee under the Role of Referee 2. \*NB\***



**Referee Registration**

\* Organisation or institution:

\* First name:

\* Last name:

\* Title:

\* Position:

\* Email:

It is ESSENTIAL that you ensure the email address you provide for your referee is correct. If an incorrect email address is entered here, your referee will NOT receive the automatic email and will therefore be unable to access the online system to complete their reference form. This will result in your application being deemed ineligible.

\* Confirm email:

\* Role:

Referee 1

Please click 'Submit' below, return to your application and 'Save Draft' before adding another referee.

**Submit**

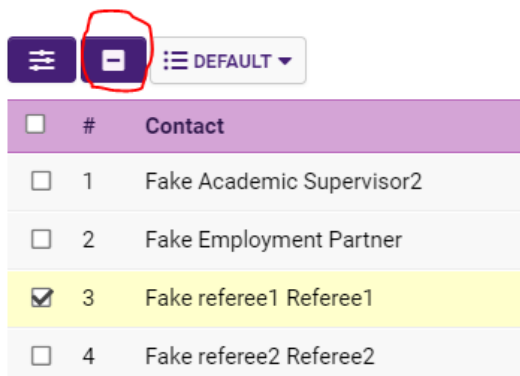
\* - Mandatory fields

- Check with the referees that they have received this email. If they do not receive this email, they should check their spam folder and ensure that the [ircapps@research.ie](mailto:ircapps@research.ie) email address is on their 'safe senders' list. If they are using an institutional or work email account, they may need to check with their IT department to ensure there is no issue with their organisation's internal firewall.
- If the application is submitted where an incorrect email address is supplied for either referee, they will not receive login details for the online system and will not be able to complete their participant form. **Please ensure all email addresses are correct prior to submission.** As stated above, once the application has been submitted, no alterations are possible. Once all the



relevant participants have been added to an application, their details will be listed in the 'participants' section of the 'application start' page.

- If your referee is already registered on the system with that email address, the organisation will default to the organisation listed in their profile. Please contact your referee to check if



he/she wants to update their organisation in their own account.

- It is the applicant's responsibility to ensure referees complete their respective forms through the online system by the exact deadline of **16:00 (Irish Time) 9 December 2021**. These forms will not be accepted by email, in hardcopy or by any other means. The Council is not responsible for ensuring that participant forms are submitted on time through the online system.

### Changing your referee

If you want to change or update your referee details:

- Please **notify the referee that they are no longer assigned to an application**. If you remove a referee from your application, they will not be automatically notified.
- Navigate to the 'participants' section at the bottom of the 'application start' page.
- Select the check box beside the participant you wish to remove, click the '-' (remove) button and 'save' your application. The participant will be removed, and you can add an alternative as per the instructions above.
- We do not recommend changing supporting participants on an application in case a form is submitted by the wrong party.

**If an incorrect email address is provided for either Referee they will not receive the automatic email with the necessary login and password details and will not be able to complete their form.** Once an applicant has saved each Referee to their application, they should check with the Referees that they have received the automatic email with login and password details. Applicants should check this prior to submitting their application form: an incorrect email can be corrected while the application is in draft (see instructions below) **but once submitted, no changes can be made to an application, including correcting Referee email addresses.**

Once you have added all the relevant participants their names are listed in the 'Participants' section of the 'Project/Application Start' page of the application.

## 7. Academic Qualifications

Click on the "academic qualifications" tab and enter your qualifications as appropriate. **Degree results must be entered exactly as they are presented on the transcripts, or the application/offer will be automatically withdrawn. If applicants have a degree from outside the Republic of Ireland, please explain your results and provide a "translation" e.g. 4.5 GPA is equivalent to A+. Any misleading statements will result in disqualification.**

- Academic Qualifications – Undergraduate Qualifications
- Academic Qualifications – Postgraduate Qualifications
- Other Education
- Research Achievements
- Work Experience

## 8. Personal Statement

The personal statement section is an opportunity to highlight additional information that has not already been provided elsewhere in the application.

## 9. Proposed Research

The screenshot shows a web application interface for the 'Proposed Research' section. At the top, there is a navigation bar with tabs: 'ACADEMIC QUALIFICATIONS', 'PERSONAL STATEMENT', 'TRAINING AND CAREER DEVELOPMENT PLAN', 'PROPOSED RESEARCH' (which is active and highlighted in purple), 'ETHICAL AND SEX/GENDER STATEMENTS', and 'APPLICANT DECLARATION'. Below the navigation bar, the section title 'Proposed Research' is displayed. A note states: 'Please select your proposed degree type below. Note: if you have already started your course please indicate which degree you are already ready registered for and fill in the form for the full research proposal for the full duration of this degree.' Below this note, there are several form fields: 'Degree Type' (a dropdown menu), 'Higher education institution:' (a text field with 'Test University' entered), 'Project title:' (a text field with '1. Test Project Title' entered), 'Registration Date:' (a date picker field with 'dd/mm/yyyy' and a calendar icon), and 'Finish Date:' (a date picker field with 'dd/mm/yyyy' and a calendar icon). Each field is preceded by an asterisk indicating it is a required field.

**Degree Type:** As per the Terms and Conditions, the duration of funding to be given for the Scholarship is dependent on the type of degree being pursued. Please ensure you select the correct degree type.

If the application is successful, funding will only be provided for the degree type requested in the original application. The 2022 General Terms and Conditions for Early-Career Awards gives further details on each degree type.

**Registration Date:** The Scholarship will commence no earlier or later than 1 September 2022. **The date of registration is used to calculate your eligibility to apply for the type of degree selected, and if eligible, the duration of funding applicable.** Please see the 2022 General Terms and Conditions for Early-Career Awards for further details on this. If you have already registered for your studies, the registration date must be verifiable or any offer/award will be automatically withdrawn.

#### **What kind of research can be funded?**

Please see [here](#) for the full list of Primary Areas and Disciplines supported by the Council. There is a section in the application form to enter information on the interdisciplinary nature of the application if it is applicable. It is the responsibility of the applicant to choose the Primary Area and Discipline most closely aligned to their proposal.

The screenshot shows a portion of an application form with the following fields:

- A label "\* Primary area:" followed by a dropdown menu with a downward arrow and a question mark icon.
- A label "Other research area(s):" followed by a text input field.
- A label "Second categorisation – if interdisciplinary:" followed by a text input field and a question mark icon.
- A label "\* Keywords describing proposed research:" followed by a large text area with a diagonal line icon in the bottom right corner.

## **10. Ethical and Gender Statements**

When completing the ethics, and sex/gender dimension, please consult the sex/gender dimension statement in the appendices for further information.

**Ethics Statement:** where ethical issues may arise in the research, applicants are required to submit to the Council a written statement that full consideration has been given to the ethical implication of the research proposal. Full ethical approval from the relevant HEI Ethics Committee is not required at the application stage. However, if the application is successful evidence of full ethical approval will be required as part of the award acceptance (as per the Terms and Conditions).

**Sex/Gender Dimension Statement:** all applicants to Council schemes are required to complete the Sex/Gender Dimension statement in the application and this will also be a requirement for Horizon 2020 proposals. Please refer to Appendix II 'Guidance on the Sex/Gender Dimension Statement', which summarises the Toolkit Gender in EU-funded research, for help on how to do this.

## **11. Applicant Declaration**

*Guidance on Data Management, Protection and Security:* The Council often has queries from interested enterprise partners about the possibility of working with Postgraduates and from interested funding agencies that would like to co-fund awards with the Council.

Please disclose any potential conflict of interest between the applicant, Enterprise/Employment Partner, Enterprise/Employment Mentor or Academic Supervisor. If a conflict of interest exists, please outline the nature of the potential conflict of interest and explain how this will be managed. An

example of this is if your academic supervisor is a co-founder of the enterprise partner. Failure to disclose this will result in withdrawal of application/offer/award automatically at any stage that the Council becomes aware of this undisclosed conflict.

Applicants are asked at the end of their application form whether or not they would like the Council to make their application available to other funding agencies and/or enterprise/employment partners for funding consideration. This consideration is in addition to the current Council Postgraduate Scholarships on offer and will not affect assessment of your application in any other way.

## 12. Completing the Application

- It is important to check and re-check the application form until you are fully satisfied with all sections of your application before you submit the application.
- **No alterations can be made to an application once it has been submitted. If successful, you will only be offered funding to carry out the project as detailed in the application.**
- Any evidence of plagiarism will result in the applicant being prevented from applying to Council funding in the future.
- In order to submit the application form, you must scroll to the bottom of the page and click 'submit application'.

\* 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 Application](#)

- It is very important to ensure all details are correct before submitting, as no changes can be made once submitted. This includes any errors that might make the application ineligible such as (but not limited to): **incorrect email addresses, mismatch of HEI and supervisor, incorrect degree information and incorrect results and failure to disclose conflicts of interest.**
- The following message will be displayed once your application has been submitted successfully:



### Submission Successful

Project ID:



Project Title:



### Next Steps

Once an applicant has submitted his/her application, the online system generates a number of automated emails to the participants included in the application. **Applicants should note that while Referees and the Enterprise/Employment Mentor may create and submit their form once they have been added to an application**, the Supervisor can only complete their respective form after the applicant has submitted their application, and so **the applicant should submit well in advance of the applicant deadline if there are issues with availability of the supervisor**.

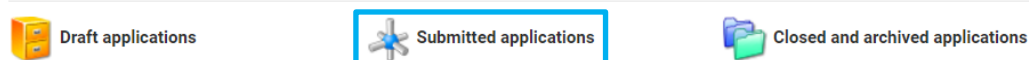
All applications must be endorsed on behalf of the proposed host institution by the Research Office.

All participant forms must be submitted and RO endorsement completed by the stated deadlines or the application will be deemed ineligible.

The RO endorsement is the final step in the online system process, after which the applicant will receive an automated email informing them that the application process is now complete.

It is the responsibility of the applicant to ensure that all participants have sent their forms/references by the deadline. Ensure your referees and mentors submit their references on time. This can be monitored through the "submitted applications" icon. When all forms and references are submitted, the status of the application is "Ready for Review".

#### Applications by status



## 13. Checking the Status of Reference Forms

- The **status of these forms can be checked by the applicant by logging into the online system** and clicking on the 'submitted applications' icon on the 'home' screen. The information contained in the 'referees status' and 'supervisor/mentor status' columns confirm who has been assigned to the application and the status of their reference form. It is recommended that the applicant checks on these statuses and directly contacts their supporting participants well in advance of the deadline. Note, that if an **application is submitted well in advance of the applicant deadline** this means that a supporting participant will have a longer timeframe available to them to complete their form before the references deadline.
- If the form is listed as 'in preparation' or 'draft' or if there is no notice beside it (indicating that it has not been started), it has not been received by the Council. Only if the form is listed as 'submitted' or 'completed', it has been received by the Council. If necessary, you should contact your proposed primary supervisor, enterprise/employment mentor and/or referees to ensure their forms will be submitted before the deadline.

EPSPG/2019/404	Under Assessment	Hairy McClary	Print (PDF)	2 Referees Assigned first last - Submitted 1 2 - Submitted	Supervisor Assigned <b>Supervisor Form Completed</b>	Enterprise Mentor Assigned <b>Enterprise Partner Form Completed</b>
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- The online application system will automatically shut down after the deadline passes.

- It is the responsibility of the applicant to ensure that the primary supervisor, enterprise/employment mentor and referee forms are submitted by the exact stated deadline.

## 14. Endorsement of Applications

The research office endorsement is the final step in the application process. All applications must be endorsed on behalf of the proposed higher education institution by the office of the Vice-President/Dean of Research as applicable.

- Once the research office has endorsed an application, the status of the application will change from 'application received' to 'ready for review'. If the research office rejects the application, the status will be updated to 'ineligible application'.
- Applicants will receive an automated email from the online system once the research office has submitted their endorsement decision

Applications missing referee, enterprise/employment mentor and primary supervisor forms will be deemed ineligible.

Application Type	Project ID	Status	Project Title	View Application	Referees Status	Supervisor/Mentor Status	International Mentor/Enterprise Partner Status
1 Employment Based Postgraduate Programme	EBPPG/2020/3	Ready for Review	title	<a href="#">View Application</a>	2 Referees Assigned • 1 2 - Submitted • 1 2 - Submitted	Supervisor Assigned <b>Supervisor Form Completed</b> Enterprise Mentor Assigned <b>Enterprise Mentor Form Completed</b>	Enterprise Mentor Assigned <b>Enterprise Partner Form Completed</b>

## APPENDIX I: EPS/EBP 2022 Application Flowchart

Prior to creating an application, you must contact and discuss your research project with your proposed Academic Supervisor and Enterprise/Employment Mentor. You must also contact your Referees to ask their consent in advance. Applicant registers on SmartSimple (<https://irishresearch.smartsimple.ie>)



Automatic email is sent from [ircapps@research.ie](mailto:ircapps@research.ie). This contains the login details for the online application process.



Applicant uses new login details to access the system. Applicant creates the relevant form in the Open Calls section of their profile. **Applicant registers and assigns Academic Supervisor, Enterprise/Employment Mentor and two Referees.** Academic Supervisors must be registered on the online system through the HEI's Research Office. Applicant invites their Enterprise/Employment partner to register (if the Enterprise/Employment partner is not already on the system). Enterprise/Employment mentors cannot be added to the application until the Enterprise/Employment partner has been registered.



Automatic email is sent to Academic Supervisor, Enterprise/Employment Mentor and Referees with details of how to complete their relevant form.



**Applicant must submit completed form by the indicated Applicant Deadline. Academic Supervisor, Enterprise/Employment Mentor and Referees must complete forms by their indicated deadline.** (Note: Referees gain access to system when first assigned to an application.). If these are not submitted in time, the application will be deemed ineligible automatically without review.



Automatic email is sent to each of Academic Supervisor, Enterprise/Employment Mentor and Referees to confirm relevant references have been completed.



Deadline date for Academic Supervisor, Enterprise/Employment Mentor and Referee submission passes. Research Office endorses or rejects application by the indicated deadline.



Application is checked for eligibility. If application meets eligibility criteria, it proceeds to assessment. If application does not meet eligibility criteria, it will not proceed to assessment.