

**2023 ENTERPRISE PARTNERSHIP SCHEME
(POSTGRADUATE) & EMPLOYMENT BASED
POSTGRADUATE PROGRAMME**

APPLICANT GUIDE TO THE ONLINE SYSTEM

Key dates	
Call open	12:00 (Irish time) 13 October 2022
FAQ deadline	16:00 (Irish time) 17 November 2022
Applicant deadline	16:00 (Irish time) 24 November 2022
Academic Supervisor & Enterprise/Employment Mentor deadline	16:00 (Irish time) 1 December 2022
Research office endorsement deadline	16:00 (Irish time) 8 December 2022
Waiver Deadline (EPS only)	16:00 (Irish time) 31 January 2023
Call outcome	April 2023
Award start date	1 September 2023

Due to heavy server traffic on the day of the applicant, academic supervisor and enterprise/employment mentor deadlines, all participants are strongly advised to submit their forms well in advance of the relevant deadline.

TABLE OF CONTENTS

1. USING THE ONLINE APPLICATION SYSTEM	2
2. REGISTERING AS AN APPLICANT FOR THE FIRST TIME.....	3
3. CREATING AN APPLICATION	3
4. EDITING AN APPLICATION	6
5. ADDING SUPERVISOR(S), ENTERPRISE PARTNER ORGANISATION AND ENTERPRISE MENTOR TO AN APPLICATION.....	7
6. COMPLETING THE APPLICATION	13
7. CHECKING THE STATUS OF REFERENCE FORMS	15
8. ENDORSEMENT OF APPLICATIONS.....	15

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 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.
- 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 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 host institution's 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 online system, please read these Guidelines and the FAQ document (available on our website www.research.ie). If your issue is not clarified through the Guide or FAQ, only then should you email schemes@research.ie with an outline of your query. Please include your on line Smart Simple account Project ID, the browser you are using, and a screenshot of the online system and any error messages.

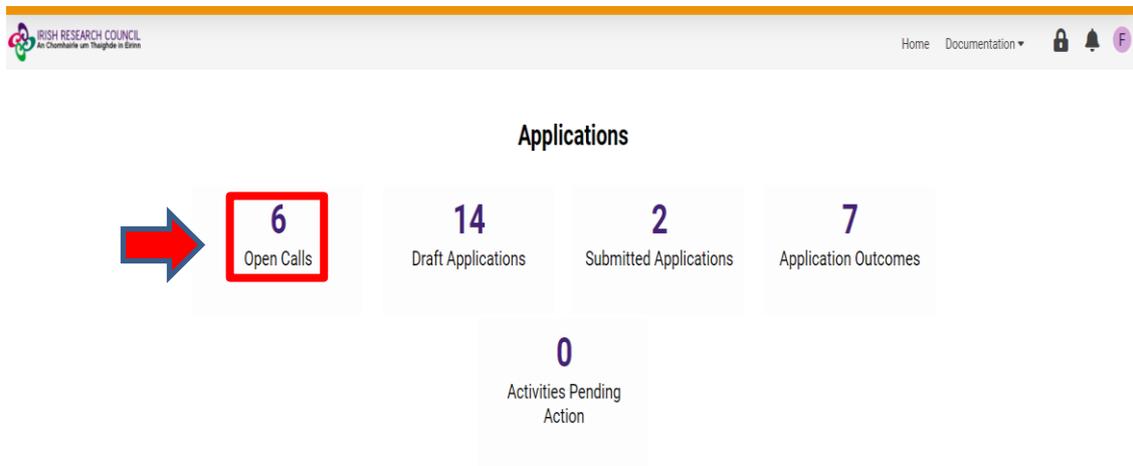
Please note: other schemes may be open during the application period for the Enterprise Partnership Schemes and the Employment-Based Postgraduate Programme. Applicants who wish to apply to the Enterprise Partnership Scheme or Employment-Based Postgraduate Programme should refer to the appropriate documentation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

3. CREATING AN APPLICATION

When you log into the online system, you will be presented with the 'Home' screen where you can create and edit your application prior to the applicant deadline.

To Create the Application Form

Click on 'Open Calls' to create a new application form.



The following screen will then appear: Please select the relevant call, i.e. EPS Postgraduate Application or Employment-Based Postgraduate Programme Application.

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

The screenshot shows the 'Open Calls' list with the following data:

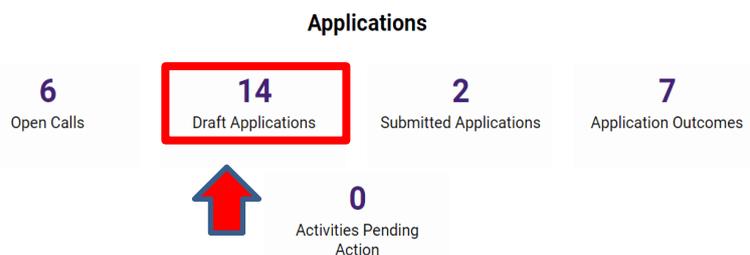
#	Call Name	Applicant Submission Deadline Date	Research Body Submission Deadline Date	Apply
1	EPS Postgraduate Application 2023	2022-11-24 16:00:00	2022-12-08 16:00:00	Apply

- Click on Apply
- You will be directed to this screen:

EPS Postgraduate Application 2023



- Click on 'Apply' again
- Once the application form is open, it will **auto-save** after 2 to 3 seconds, after which it will become available under the 'Draft Applications' icon in the homepage:



- When you are in your Draft Application, the first tab you will be in is the ‘Overview’ tab. Begin by entering your **Project title**.
- Next, you should enter in the ‘**Irish research body**’ of your proposed higher education institution. Use the predictive text field or click the ‘lookup’ button and select the appropriate check box next to your [proposed higher education institution](#) and it will be associated with your application.

* Irish research body:

Applicants



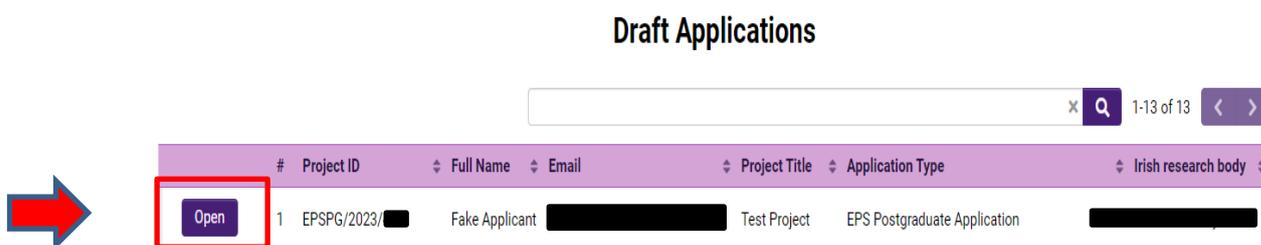
(Lookup)

- If you have selected ‘Yes’ to your application being in Irish, you now have the option to ‘upload’ your own English translation in PDF format.
- The ‘Applicant details’ section is largely populated based on your personal profile. If you would like to update any of this information, click ‘Save Draft’ and navigate back to the ‘Home’ screen where you can access your profile by clicking on your initial, at the top-right corner of the page.
- You must include your ‘ORCID identifier’. 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.
- As detailed in the [2023 Enterprise Call Document](#) (for EBP PG, see [the Enterprise Based Programme Call Document](#)) the duration of funding to be awarded is dependent on the type of degree being pursued. If the application is successful, funding will only be provided for the degree type requested in the original application.
- For applicants who have already completed part of the postgraduate degree for which they are seeking funding, the duration of funding to be awarded is dependent on the type of postgraduate degree being pursued and the date of first registration. **It is important to enter the date of first registration correctly as it is used to assess your eligibility for the type of degree selected and, if eligible, the duration of funding applicable.**
- **Please only add participants to your application form under the ‘Primary and additional participants’ tab.** The participants section should be ignored on all other tabs.

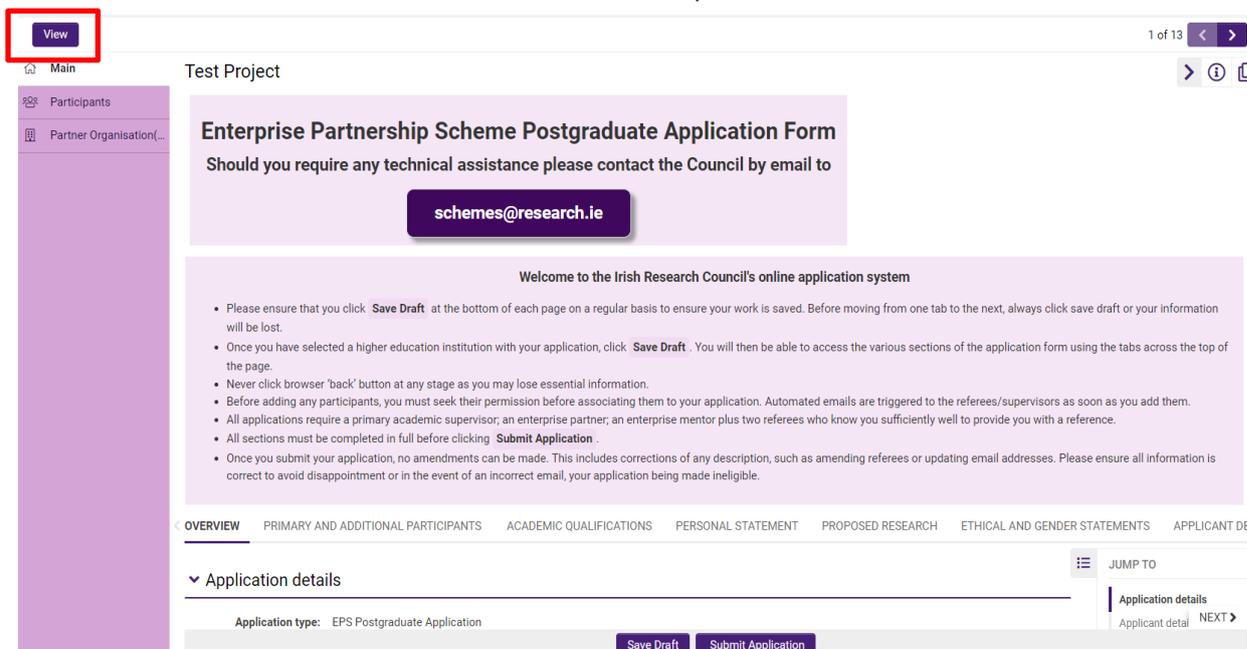
- If you enter information and do not click the ‘Save Draft’ button before navigating away from the page, the information will be lost.

4. EDITING AN APPLICATION

- You can access and edit your application as often as you like prior to the applicant deadline so long as the application has not been submitted and remains in draft status. To access your application from the home screen click on ‘Draft Applications’ icon and then on ‘Open’:



- Please ensure that you click the ‘Save Draft’ button at the bottom of each page before moving from one tab to the next. If you input information on a tab and switch to another without clicking ‘Save Draft’, this information will be lost. Do not use the browser ‘back’ button at any stage as you may lose essential information.
- 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 browser window:



- As each applicant can only submit one application, the message below will now appear if you click on the 'Open Calls' icon on your Home page and attempt to submit a second application for the same programme:

EPS Postgraduate Application 2023

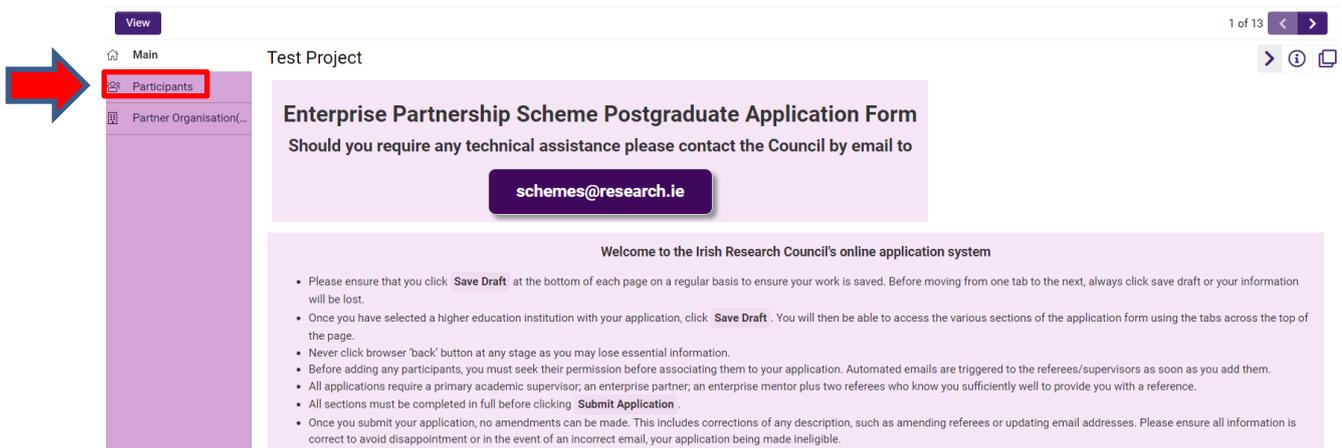
You have already created an Application for this Call.
Please click your Draft Applications icon on your Portal.

5. ADDING SUPERVISOR(S), ENTERPRISE PARTNER ORGANISATION AND ENTERPRISE MENTOR TO AN APPLICATION

Please Note all applicants must gain the permission of their proposed **Supervisor and Enterprise/Employment Mentor BEFORE** adding them to an application. **Please note the Council is not in a position to recommend Supervisors or Enterprise/Employment Mentors.**

You can add your Primary Supervisor by following these steps:

- It is the applicant's responsibility to ensure that their Primary Supervisor completes their reference form through the online system by the relevant deadline – for the EPS Postgraduate scheme, please see the [2023 Enterprise Call Document](#) or for EBP Postgraduate programme see the [Enterprise Based Programme Call Document](#)). Any application which does not have all the required participant forms, i.e forms from the Academic Supervisor and the Enterprise/Employment Mentor of the Enterprise/Employment Partner organisation, completed in full and submitted via the online system by the relevant deadline will be deemed ineligible. These forms will NOT be accepted by email, in hardcopy or by any other means. The Irish Research Council is not responsible ensuring that participant forms are submitted on time through the online system.
- Once you have gained permission, you must associate a pre-registered Primary Supervisor with your application through the participants section to the left of the 'primary and additional participants' tab. **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 in the HEI's official Smart Simple list will be deemed ineligible.
- To add the primary supervisor, scroll to the 'Participants' section at the left of the 'primary and additional participants' page, and click on 'Participants'.



- It is important that you ensure that 'Supervisor' is displayed in the drop-down field to the right of the 'lookup' button when adding a primary supervisor to your application. Please do not add any other roles to your application.
- Use the predictive text field or click the 'lookup' button to find and 'add' your chosen primary supervisor to your application, by clicking on the '+' button to the right of the drop-down field. Go back to the 'main' section of the application and click 'Save Draft'. Your Primary Supervisor will be associated with your application.



- **If you cannot find your chosen primary supervisor, please contact them to ensure they have been registered through the research office in their higher education institution.**
- Your Primary Supervisor is now an associated participant on your application and will receive an automatically generated email notifying them that they have been added as a participant to your application. This email will contain login details for the online system where they will be able to complete their supervisor reference form.
- Applicants are advised to check with their Primary Supervisors that they have received this email. If they do not receive the email, they should check their spam folder and ensure that the 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.
- One secondary supervisor may be associated with your application, who can be based in any higher education institution in Ireland or abroad. Please note that secondary supervisors will **NOT** receive an email notifying them that they have been added as a participant to your application.
- If you want to remove the Primary Supervisor you have associated with your application while it is still in draft status, select the check box beside their name in the participants section, click the 'remove' button and save your application. The Primary Supervisor will then be removed, and you can add an alternative as per the instructions above. **If you remove a primary supervisor from your application, they will not be automatically**

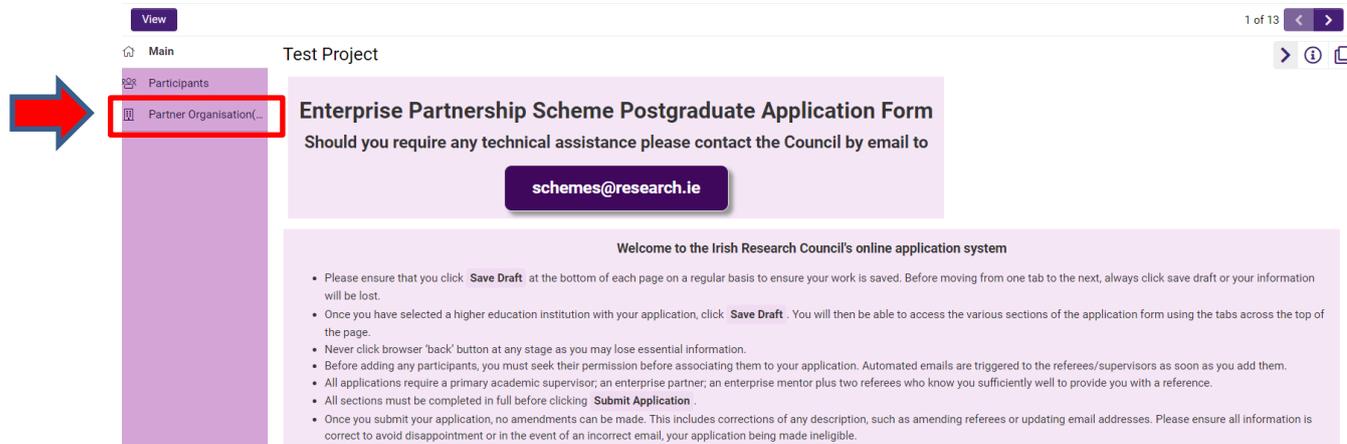
notified. It is the applicant's responsibility to notify the primary supervisor that they are no longer assigned to an application.

- If the Primary Supervisor in question has been registered with the incorrect email address, then the research office should contact the Irish Research Council to amend the primary supervisor's contact details on the online system.
- **Please note that supervisors cannot create or submit their reference form until after you submit your application.** Prior to submitting your application, your primary supervisor can view your application in draft status.
- Primary Academic Supervisors must submit a completed form via the online system by the Primary Academic Supervisors deadline of **16:00 (Irish Time) 1 December 2022**. It is the applicant's responsibility to ensure the Primary Supervisor completes their 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.

You can add your Enterprise Partner by following these steps:

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

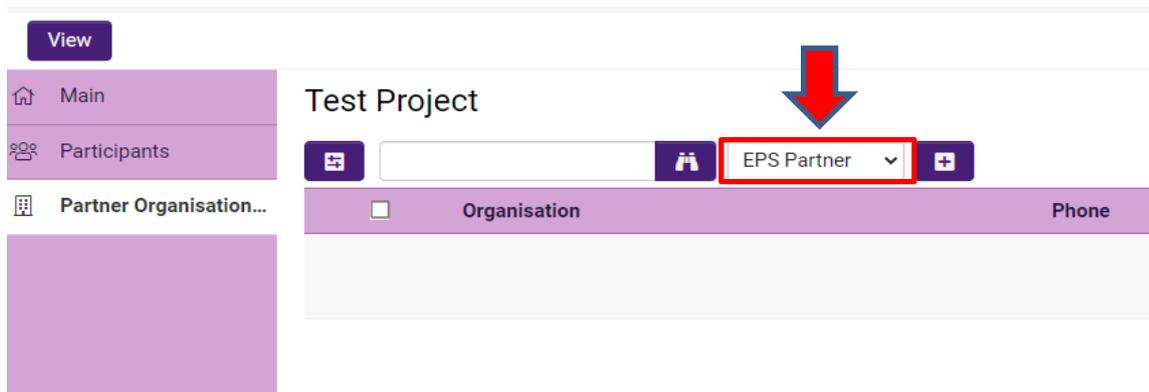
If your Enterprise Partner is already **preregistered** on the online system, click on the 'Partner Organisation(s)' tab on the left of the screen.



The screenshot shows the 'Enterprise Partnership Scheme Postgraduate Application Form' interface. On the left, a navigation menu includes 'Main', 'Participants', and 'Partner Organisation(s)'. A red arrow points to the 'Partner Organisation(s)' tab, which is highlighted with a red box. The main content area features a purple header with the title 'Enterprise Partnership Scheme Postgraduate Application Form' and the text 'Should you require any technical assistance please contact the Council by email to schemes@research.ie'. Below this is a 'Welcome to the Irish Research Council's online application system' section with a list of instructions:

- Please ensure that you click **Save Draft** at the bottom of each page on a regular basis to ensure your work is saved. Before moving from one tab to the next, always click save draft or your information will be lost.
- Once you have selected a higher education institution with your application, click **Save Draft**. You will then be able to access the various sections of the application form using the tabs across the top of the page.
- Never click browser 'back' button at any stage as you may lose essential information.
- Before adding any participants, you must seek their permission before associating them to your application. Automated emails are triggered 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 you 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 referees or updating email addresses. Please ensure all information is correct to avoid disappointment or in the event of an incorrect email, your application being made ineligible.

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

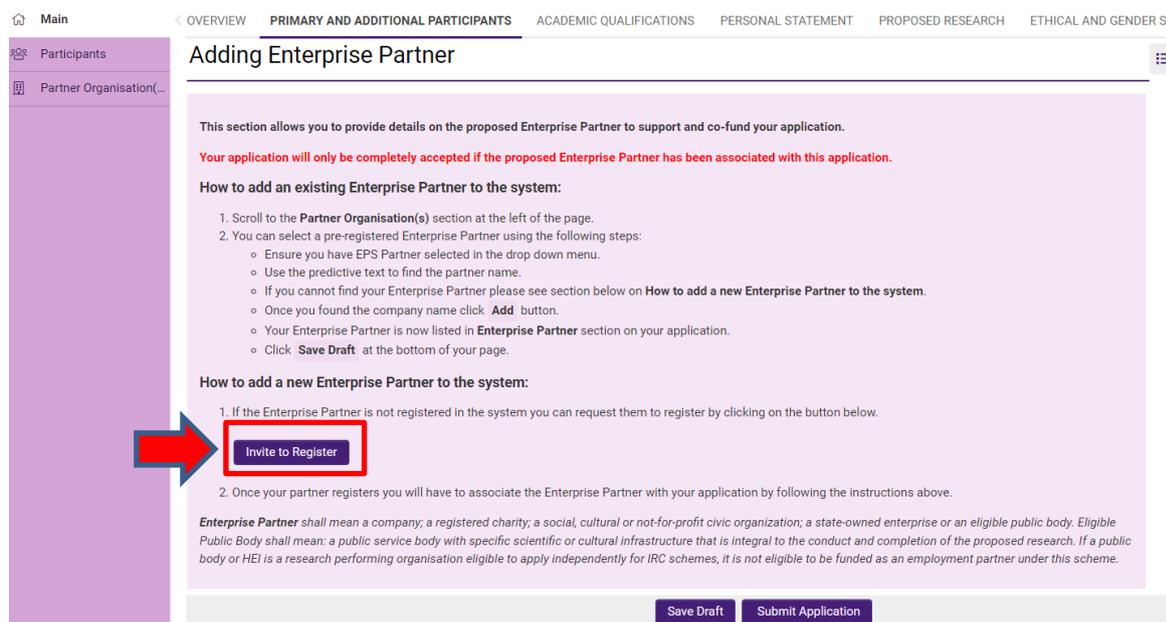


Once they have been identified click the **‘+’ button (add)** and then click **‘Save Draft’**. Save your application. Your Enterprise Partner will be associated with your application. The partner should ensure their mailbox can accept notification emails from ircapps@research.ie. **If you want to change 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.

Inviting an Enterprise / Employment Partner to register

- 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.**



IRISH RESEARCH COUNCIL
An Chomhairle um Thaighde in Éirinn

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

On the **‘Primary and Additional Participants’** tab scroll down to the **‘Adding an Enterprise Mentor’** section. To add your Enterprise / Employment Mentor, click on the link (‘Here’) provided to enter the name and Enterprise/Employment Mentor details. Enterprise/Employment Mentors do not need to be 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. Please note the term ‘Enterprise Mentor’ is used in the system for both Enterprise and Employment Mentors.

▼ Adding an Enterprise Mentor

Guideline

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

1. You have associated the Enterprise Partner with your application.
2. Now please add Enterprise Mentor name who registered to support your application. Please assign your mentor [HERE](#).
3. Once you completed the above step please click **Save Draft** and you will see associated Enterprise Mentor's details listed below.

Complete the Enterprise/Employment Mentor Registration in the box provided:

- 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 a personal account, i.e. 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 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) 1 December 2022**. 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.

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.

- Once all the relevant participants have been added to your application, their details will be listed in the ‘Participants’ section to the left of the ‘Primary and additional participants’ tab.

6. COMPLETING THE APPLICATION

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

- Overview
- Primary and additional participants
- Academic qualifications
- Personal statement
- Proposed research (includes Training and career development plan)
- Ethical and Gender Statements
- Applicant declaration

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



- As per the relevant call documents, in order to ensure a level playing field for all applicants the Irish Research Council seeks to gender-blind the assessment process for these programmes. As such, applications must be anonymous and free from pronouns or other words which would identify the applicant’s identity and gender. In order to comply with these guidelines, we ask that you do not use your name or give any clue as to your identity and gender - **e.g.: use ‘the applicant’ instead of your name if including any of your own publications.**
- **All degree results as entered in the application form and endorsed by the higher education institution must be the applicant’s overall results and verifiable as such on official transcripts.** Regardless of whether or not they are relevant to the eligibility requirements for the programme, the applicant must submit to their proposed higher education institution for verification the official transcripts of each degree listed,

confirming the overall result, date of graduation and awarding institution. This includes any degrees finished after the call closing date to the 31st May 2023.

- If your degree results refer to a grading system other than the Irish honours system (first class honours, upper second class (2.1) honours etc.) or the 4.0 grade point average scale, **please enter them exactly as they appear on your transcripts**, but explain the grading system being referred to in the free text box provided, including the link to any grade converter website used.
- When completing the 'proposed research' tab, you must only answer 'yes' to the question 'will you be a new entrant to the degree for which you are seeking Irish Research Council funding on 1 September 2023?' **if you will be first registering for your PhD from the 1 September 2023.**
- When completing the 'proposed research' tab, please consult the Irish Research Council's [research categorisation document](#) for further descriptions of primary area, discipline and other research areas.
- When completing the 'sex/gender dimension' section, please consult the Irish Research Council's sex/gender dimension statement in the relevant call document for further information.
- Applications are expected to be entirely the applicant's own work. Random sampling for evidence of plagiarism and excessive duplication will be carried out during the application and award process. Plagiarism is defined as the appropriation of another person's ideas, processes, results, or words without giving appropriate credit. It will be deemed that excessive duplication has arisen when significant portions of one or more applications are similar or identical in content to other current or past applications. **If such instances of plagiarism or excessive duplication are identified by the Irish Research Council at any stage during the application or award process, the relevant application(s) will be deemed ineligible, award offers will be withdrawn, or active awards will be terminated with one month's notice.** Such instances of plagiarism or excessive duplication will also be brought to the attention of the host institution and the applicant in question will be prohibited from applying for Irish Research Council funding in the future.
- **No alterations can be made to an application once it has been submitted. It is therefore important to check and re-check the application form until you are fully satisfied with all sections before submitting. If successful, you will only be offered funding to carry out the project as detailed in the application.**
- In order to submit your application, click 'submit application' at the bottom of the form.
- The following message will be displayed once your application has been submitted successfully.



Submission Successful

Project ID:

Project Title:

- Once an application has been submitted, the online system generates a number of automated emails to the participants included on the application.
- Please note that the Primary Supervisor can only complete their form after the application has been submitted.

7. CHECKING THE STATUS OF REFERENCE FORMS

- **It is the responsibility of the applicant to ensure that the primary supervisor forms are submitted by the relevant deadline (see the key dates listed at the top of this Guide).**
- The status of these forms can be checked at any stage by logging into the online system and clicking on the 'Submitted Applications' icon on the 'home' screen. The information contained in the 'supervisor/mentor status' columns confirm who has been assigned to the application and the status of their reference form.
- If the form is listed as 'in preparation' or 'draft', it has not been received by the Irish Research Council. If the form is listed as 'submitted' or 'completed', it has been received by the Irish Research Council.

Supervisor/Mentor Form Status

Supervisor Assigned
Supervisor Form Completed

International Mentor/Enterprise Partner Forms Status

Enterprise Mentor Assigned
Enterprise Partner Form in Preparation

- If necessary, you should contact your proposed primary supervisor to ensure their forms will be submitted before the deadline. The online application system will automatically prevent submission of these forms after the deadline has passed.

8. 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'.