



IRISH RESEARCH COUNCIL
An Chomhairle um Thaighde in Éirinn

2023 ENTERPRISE PARTNERSHIP SCHEME (POSTDOCTORAL)

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 Mentor & Enterprise Mentor deadline	16:00 (Irish time) 1 December 2022
Research office endorsement deadline	16:00 (Irish time) 8 December 2022
Waiver Deadline	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 mentor and enterprise mentor deadlines, all participants are strongly advised to submit their forms well in advance of the relevant deadline.

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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 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

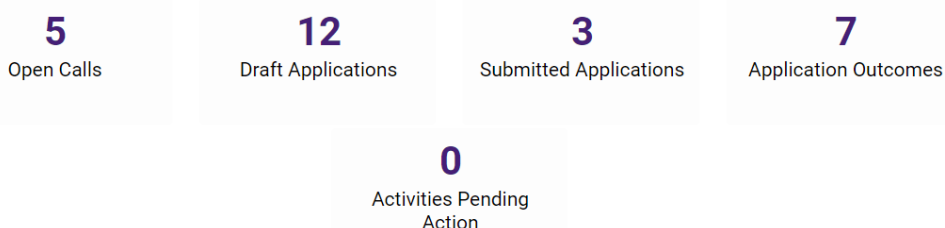
- In order to register as an applicant on the online system for the first time, click [here](#) and complete the applicant registration form as prompted.
- Once you have filled in the required details, click 'Submit' at the bottom of the registration page. A confirmation email will automatically be sent 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 SmartSimpleaccountProject 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 Scheme. Applicants who wish to apply to the Enterprise Partnership Scheme should refer to the appropriate documentation for the scheme and make sure they are completing the appropriate application form.

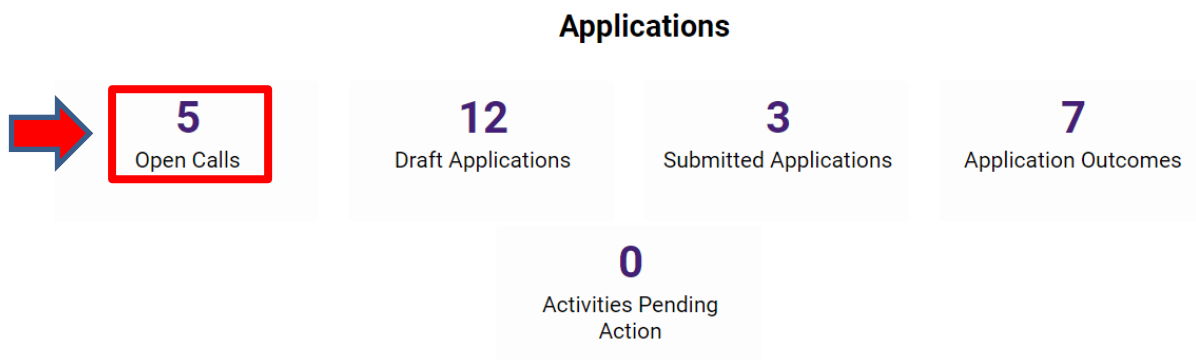
3. CREATING AN APPLICATION

When you log into the online system, you will be presented with the 'Home' screen below 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 appear:
-



- Please select the EPS Postdoctoral Application 2023. Click on Apply.

Open Calls

#	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
2	EPS Postdoctoral Application 2023	2022-11-24 16:00:00	2022-12-08 16:00:00	Apply
3	Employment Based Postgraduate Programme 2023	2022-11-24 16:00:00	2022-12-08 16:00:00	Apply
4	Government of Ireland Postdoctoral Fellowship 2023	2022-10-20 16:00:00	2022-11-03 16:00:00	Apply
5	Government of Ireland Postgraduate Scholarship 2023	2022-10-20 16:00:00	2022-11-03 16:00:00	Apply

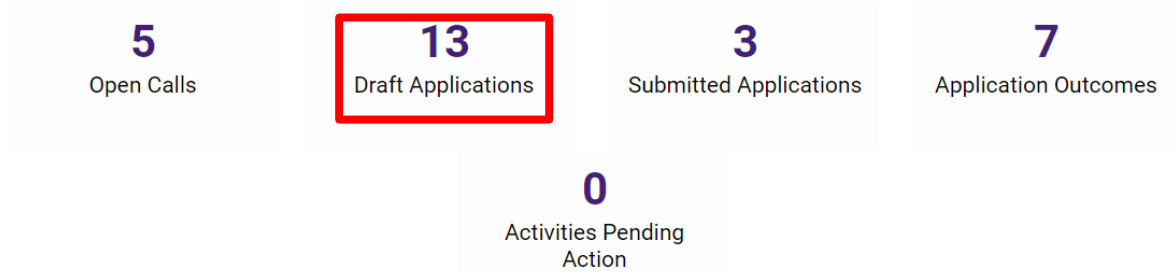
- You will be directed to this screen:

EPS Postdoctoral 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:

Applications



- You can open the draft in Draft Applications and the first tab 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

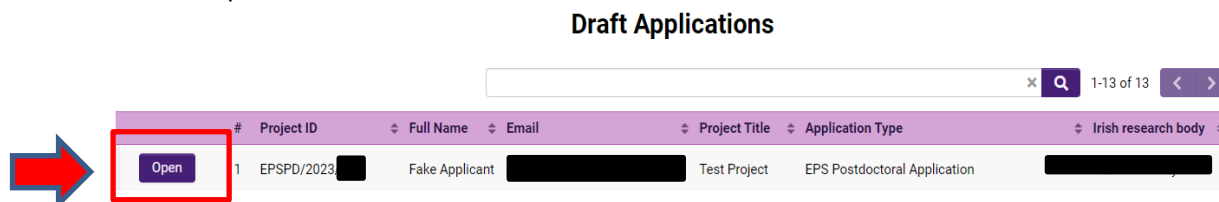


(Lookup)

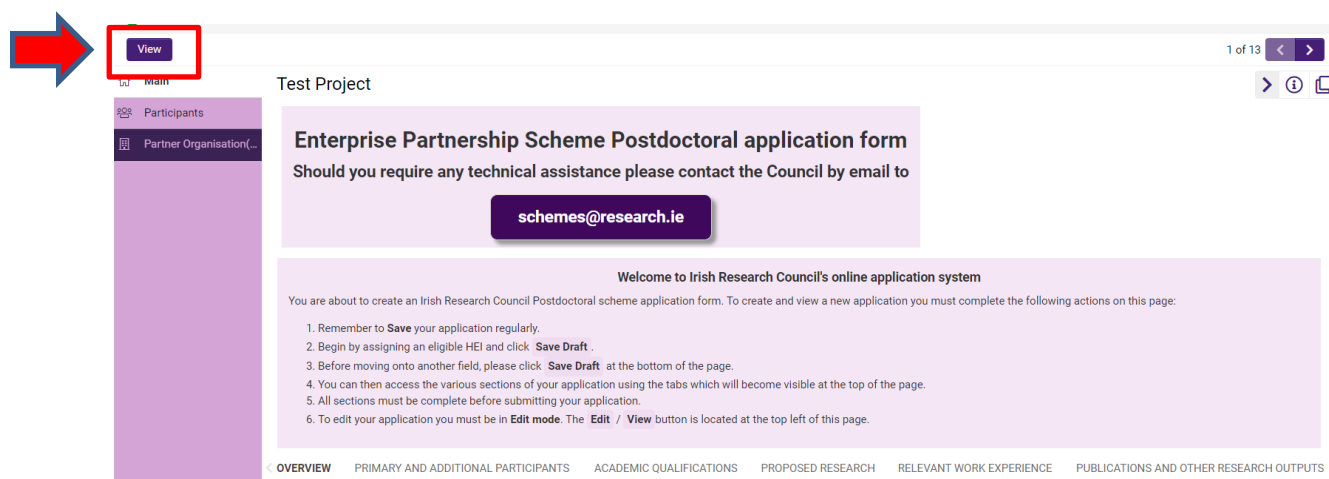
- If you have selected 'Yes' to your application being in Irish, you will need to 'upload' your own English translation in a PDF format before you submit your application.
- The 'Applicant details' section is largely populated based on the personal profile you have created. If you would like to update 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 your work is recognised. If you do not currently have an ORCID, please register for one at www.orcid.org.
- If you have not yet graduated from your Doctoral Degree, YOU MUST have completed your viva/thesis defence examination and have submitted your hardbound corrected thesis by 31 May 2023 at the latest.
- **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 Postdoctoral Application 2023

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

5. ADDING PRIMARY MENTOR, ENTERPRISE PARTNER ORGANISATION AND ENTERPRISE MENTOR TO AN APPLICATION

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

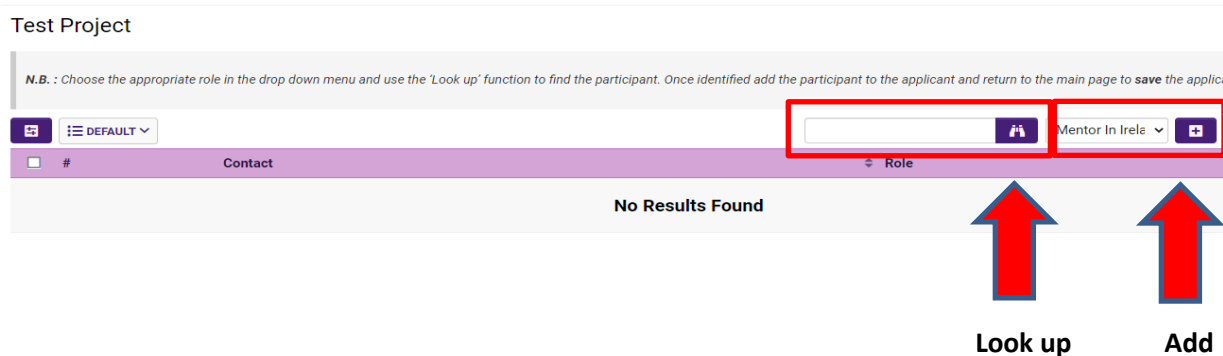
You can add your Primary Academic Mentor by following these steps:

- It is the applicant's responsibility to ensure that their Primary Academic Mentor completes their reference form through the online system by the relevant deadline – please see the [2023 Enterprise Call Document](#). Any application which does not have all the required participant forms, i.e forms from the Primary Academic Mentor and the Employment Partner Mentor of the Enterprise 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 for ensuring that participant forms are submitted on time through the online system.
- Once you have gained permission, you must associate a pre-registered Primary Academic Mentor 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 mentors who are not listed in the HEI's official Smart Simple list will be deemed ineligible.
- To add the primary academic mentor, scroll to the 'Participants' section at the left of the 'primary and additional participants' page, and click on 'Participants'.

The screenshot shows the user interface of the Irish Research Council's online application system. On the left, a navigation menu is visible with tabs for 'Main', 'Participants', and 'Partner Organisation...'. A red arrow points to the 'Participants' tab. The main content area is titled 'Test Project' and displays the 'Enterprise Partnership Scheme Postdoctoral application form'. Below the title, there is a message: 'Should you require any technical assistance please contact the Council by email to schemes@research.ie'. A 'Welcome to Irish Research Council's online application system' message follows, providing instructions for creating an application. At the bottom, there are navigation tabs: 'OVERVIEW', 'PRIMARY AND ADDITIONAL PARTICIPANTS', 'ACADEMIC QUALIFICATIONS', 'PROPOSED RESEARCH', 'RELEVANT WORK EXPERIENCE', and 'PUBLICATIONS AND OTHER RESEARCH OUTPUTS'.

- It is important that you ensure that '**Mentor in Ireland**' for an EPS PD application is displayed in the drop-down field to the right of the 'lookup' button when adding a primary academic mentor to your application. Please do not add any other roles to your application. Please note to choose a mentor in Ireland you must have filled in the Irish Research Body in the Overview tab and Saved Draft or the system cannot find mentors from your chosen institution.

- Use the predictive text field or click the 'lookup' button to find and 'add' your chosen primary academic mentor 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 Academic Mentor will be associated with your application.



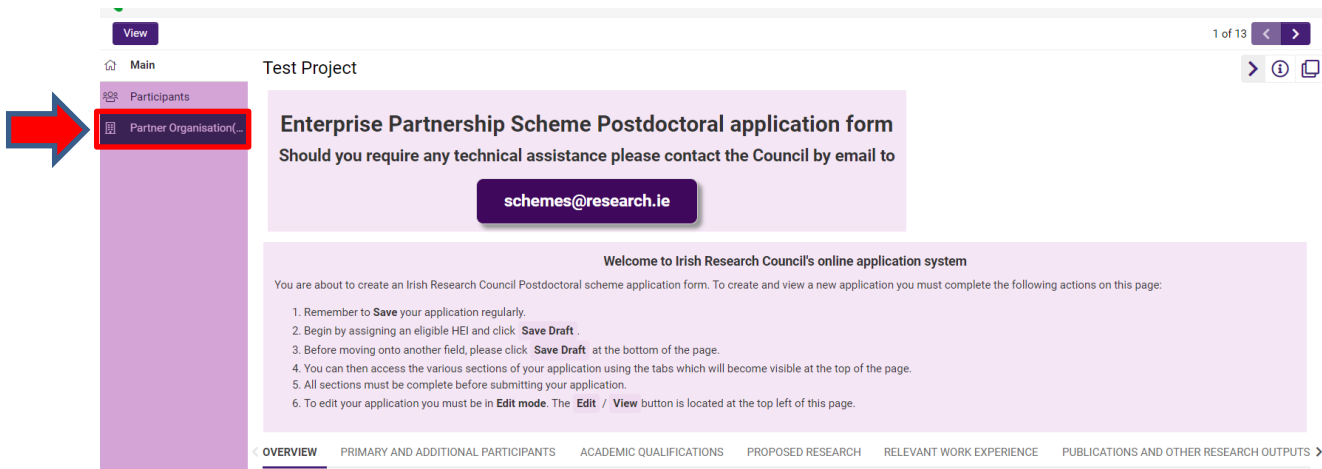
- **If you cannot find your chosen primary academic mentor, please contact them to ensure they have been registered through the research office in their higher education institution. If they are not registered, they will need their Research Office to register them on the online system.**
- Your Primary Academic Mentor 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 academic mentor reference form.
- Applicants are advised to check with their Primary Academic Mentor 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.
- If you want to remove the Primary Academic Mentor 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 Academic Mentor will then be removed, and you can add an alternative as per the instructions above. **If you remove a primary mentor from your application, they will not be automatically notified. It is the applicant's responsibility to notify the primary mentor that they are no longer assigned to an application.**
- If the Primary Academic Mentor in question has been registered with the incorrect email address, then the research office should contact the Irish Research Council to amend the primary academic mentor's contact details on the online system.
- **Please note that Primary Academic Mentors cannot create or submit their reference form until after you submit your application.** Prior to submitting your application, your primary academic mentor can view your application in draft status.
- The Primary Academic Mentor must submit a completed form via the online system by Enterprise Postdoctoral Scheme applicant deadline of **16:00 (Irish Time) 1 December 2022**. It is the applicant's responsibility to ensure Academic 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.

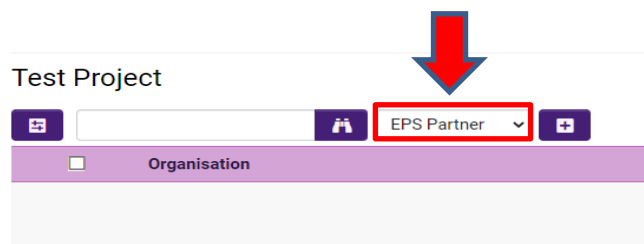
You can add your Enterprise Partner by following these steps:

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 **pre-registered** on the online system, click on the 'Partner Organisation(s)' tab on the left of the screen.



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 and then click 'Save Draft'. Save your application. Your Enterprise Partner will be associated with your application. The partner should ensure their mail box can accept notification emails from ircapps@research.ie. **If you want to change your nominated Enterprise Partner** then select the check box beside your Enterprise Partner [in 'Partner Organisation' at the left of the page] and click '-' (remove). You can then lookup the details for your new Enterprise Partner.

If your Enterprise Partner is NOT registered on the online system the applicant must complete the 'Invite to Register' form.

Inviting an Enterprise 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 Mentor so that the Enterprise 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.**

The screenshot shows a web application interface for adding an enterprise partner. The navigation bar includes 'Main', 'OVERVIEW', 'PRIMARY AND ADDITIONAL PARTICIPANTS', 'ACADEMIC QUALIFICATIONS', 'PERSONAL STATEMENT', 'PROPOSED RESEARCH', and 'ETHICAL AND GENDER S'. The left sidebar has 'Participants' and 'Partner Organisation(...)'. The main content area is titled 'Adding Enterprise Partner' and contains the following text:

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 an existing Enterprise Partner to the system:

1. Scroll to the **Partner Organisation(s)** section at the left 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 (button highlighted with a red box and a red arrow pointing to it)

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

Enterprise Partner shall mean a company; a registered charity; a social, cultural or not-for-profit civic organization; a state-owned enterprise or an eligible public body. Eligible Public Body shall mean: a public service body with specific scientific or cultural infrastructure that is integral to the conduct and completion of the proposed research. If a public body or HEI is a research performing organisation eligible to apply independently for IRC schemes, it is not eligible to be funded as an employment partner under this scheme.

At the bottom of the form are two buttons: 'Save Draft' and 'Submit Application'.

The screenshot shows a form titled 'IRISH RESEARCH COUNCIL An Chomhairle um Thaighde in Éirinn'. Below the logo is the heading 'Invite a new organisation to register'. The form contains the following text:

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

At the bottom of the form is a button labeled '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 Partners only need to register once, even if they participate in multiple schemes.
- Once registered, the organisation will then be viewable as an Enterprise Partner in the online system. **Please note that organisations listed here may not all be eligible partners.** Once registered, Enterprise Partners can be added by clicking **Lookup (binoculars)** on the Partner Organisations panel on the left of the screen.


Adding your Enterprise Mentor

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

▼ 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 Mentor Registration in the box provided:

Enterprise Mentor Registration

Organisation:
Test company

* First Name:

* Last Name:

* Title:

* Email:

* Confirm Email:

* - Mandatory fields

- Applicants should enter the name and contact details of their Enterprise Mentor. The online system will use the email addresses supplied by the applicant and will provide the Enterprise 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 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 Mentor to match the Enterprise Partner organisation (e.g. a company specific email address, not gmail or yahoo accounts).
- Click **“Save Draft”**. The Enterprise 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 Mentors must submit a completed form via the online system by the Enterprise Mentor deadline of **16:00 (Irish Time) 1 December 2022**. It is the applicant’s responsibility to ensure Enterprise 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 Partner, then select the check box beside your Enterprise Partner and click “remove” and “save draft”. You can then lookup the details for your new Enterprise 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.

OVERVIEW PRIMARY AND ADDITIONAL PARTICIPANTS ACADEMIC QUALIFICATIONS PROPOSED RESEARCH RELEVANT WORK EXPERIENCE PUBLICATIONS AND OTHER RESEARCH OUTPUTS

- As per the [2023 Enterprise Call Document](#) 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 host 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 of the official transcripts of each degree listed, confirming the overall result, date of graduation and awarding institution. This includes any Doctoral Degree 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, 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 for further information, in appendix 5 of the [2023 Call Document](#).
- **When completing the ‘Publication and Other Research Outputs’ section, you should only attach a PhD chapter if you have NO other relevant publications. Attaching a PhD chapter when you have already listed other publications will result in your application being made ineligible.**
- 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 Academic Mentor 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 academic mentor and enterprise mentor 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

Mentor Assigned
Mentor Form Completed

International Mentor/Enterprise Partner Forms Status

Enterprise Mentor Assigned
Enterprise Partner Form in Preparation

- If necessary, you should contact your proposed primary academic mentor and enterprise mentor 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'.