



**IRISH RESEARCH COUNCIL**  
**Laureate Awards Programme 2022/23**

**Guide to Using the Online Application System  
For Applicants**

**PLEASE READ THIS DOCUMENT CAREFULLY  
BEFORE SUBMITTING APPLICATIONS**

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## 1. The Online Application System: *SmartSimple*

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.**

By blinding certain fields to certain participants in the application review process, and by having functionality that can delete or anonymise records over time, the Online Application System ensures the compliance of the Irish Research Council with respect to data protection requirements under Irish and EU law (incl. General Data Protection Regulation). The data collected are detailed in the [Data Collection Notice](#), available on the Laureate website.

## 2. Logging in to *SmartSimple* and creating an Applicant Profile

- The link to the login page is [here](#).
- If you are using the system for the first time you will need to create an account. Click The **Register here** button below the login 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](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 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.

**Note:** Applicants who have previously registered as mentors, supervisors, or other non-applicant roles, should contact the Laureate Team directly at [Laureate@research.ie](mailto:Laureate@research.ie). The system no longer supports self-registration of these people as applicants. Please check that your contact details are up to date after the Laureate Team upgrades your profile.

### 3. Navigating *SmartSimple* and Creating you Proposal Form

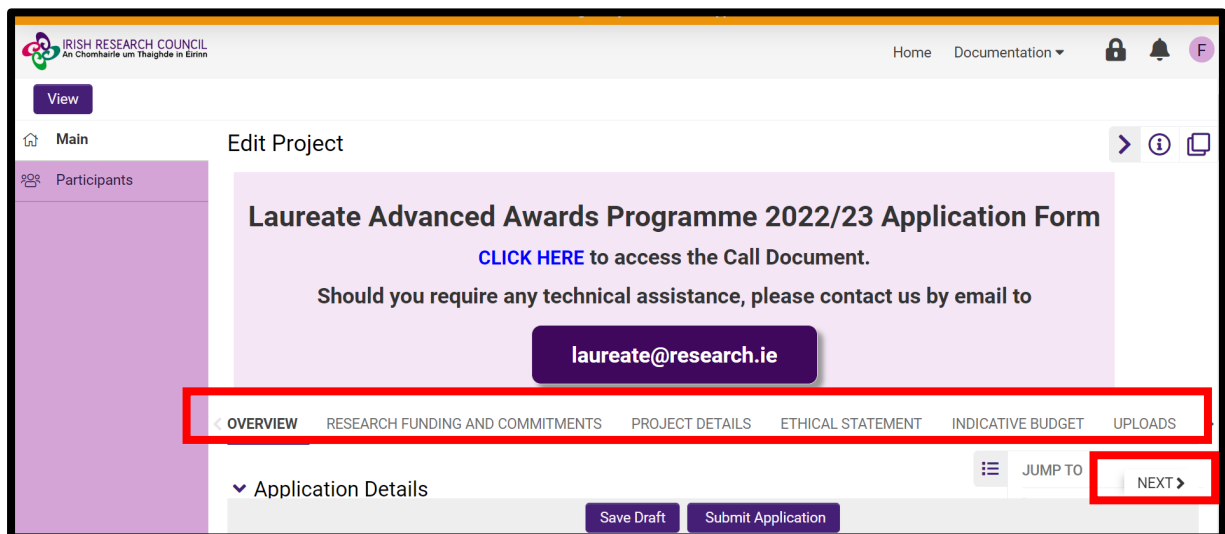
After logging in to the online application system, *SmartSimple*, search for eligible calls using the 'open calls' icon and select the *IRC Laureate Awards 2023*.

The screenshot shows the 'Applications' dashboard of the SmartSimple system. At the top left is the logo for the Irish Research Council (An Chomhairle um Thaighde in Éirinn). The top right navigation bar includes 'Home', 'Documentation', a lock icon, a bell icon, and a user profile icon. The main content area is titled 'Applications' and features five large cards representing different application stages: 'Open Calls' (4), 'Draft Applications' (2), 'Submitted Applications' (2), 'Application Outcomes' (5), and 'Activities Pending Action' (0). The 'Open Calls' card is highlighted with a red rectangular border.

The screenshot shows the 'Open Calls' list in the SmartSimple system. At the top, there is a search bar and a pagination indicator showing '1-4 of 4' with navigation arrows. Below the search bar is a table with the following columns: '#', 'Call Name', 'Applicant Submission Deadline Date', 'Research Body Submission Deadline Date', and 'Apply'. The table contains four rows of data. The first row, 'Irish Research Council Laureate Awards 2023', has its 'Apply' button highlighted with a red rectangular border.

#	Call Name	Applicant Submission Deadline Date	Research Body Submission Deadline Date	Apply
1	Irish Research Council Laureate Awards 2023	2022-12-15 16:00:00	2022-11-10 16:00:00	Apply
2	EPS Postgraduate Application 2023	2022-11-24 16:00:00	2022-12-08 16:00:00	Apply
3	EPS Postdoctoral Application 2023	2022-11-24 16:00:00	2022-12-08 16:00:00	Apply
4	Employment Based Postgraduate Programme 2023	2022-11-24 16:00:00	2022-12-08 16:00:00	Apply

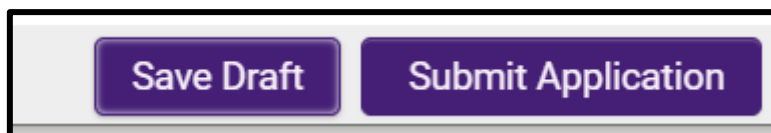
A blank proposal form is now created for you to fill in. The beginning of the form looks like this:



You can navigate to the different sections that need to be completed by using the “NEXT” button at the bottom of the screen or by selecting the relevant tab from the ribbon highlighted in red in the image above. The Application Status will remain in ‘draft’ until you have submitted your proposal.


#### 4. Saving Drafts

At any time, you may save your proposal and come back to it later, by clicking the ‘Save Draft’ icon at the bottom of your screen. NEVER use the “back” button on your internet browser while drafting a proposal, as you may lose essential information. Always click “Save Draft” and navigate away from the page by selecting the “Home” button indicated below. If this icon does not appear, it may be a browser or screen resolution issue. Try minimising and maximising your screen, or changing to a different browser if this issue occurs.



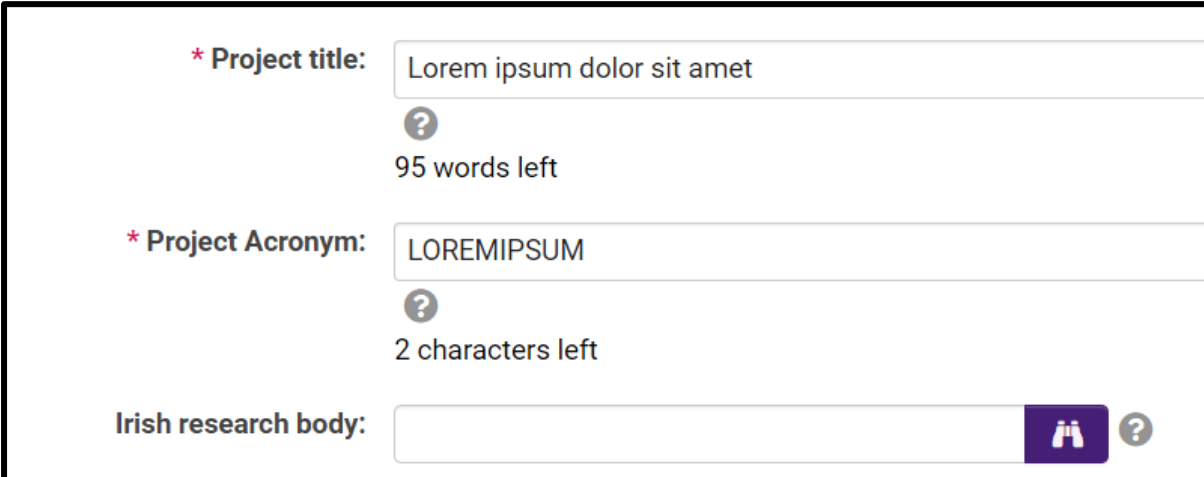
After you have saved a draft, and perhaps logged out of SmartSimple. You can access the draft proposal you have created by selecting ‘Draft Applications’ under the Applications by Status heading on the SmartSimple homepage.

## 5. Completing the Proposal Form

In the draft proposal, fill in your project details as appropriate. Most of the sections of the proposal form are either self-explanatory, explained on the assessment form itself (e.g., pay attention to the  icons – these provide clarifications when you hover your pointer over them), or are described in detail in the Call Document, available on the Laureate Awards call [web page](#).

A handful of clarifications are provided here:

1. For the section ‘Irish Research Body’, please use the search function (binoculars) to select the appropriate body. This body is the institution where you propose to carry out the work set out in your proposal. Your proposal will be visible to the research office in the institution you select. **Do not select your current institution if that is different to the institution you propose to hold your Laureate award in.**



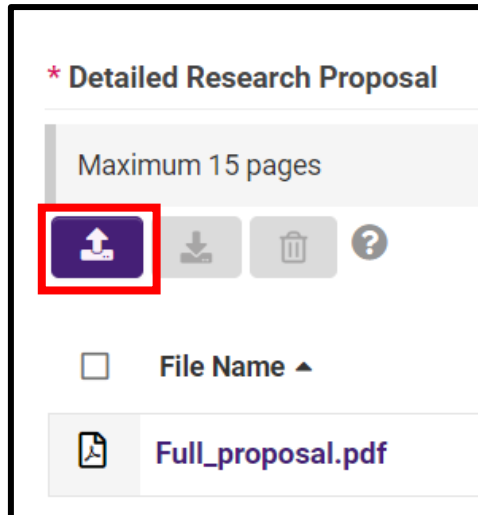
The screenshot shows a form with three main sections:

- \* Project title:** A text input field containing "Lorem ipsum dolor sit amet". Below the field is a help icon (question mark) and the text "95 words left".
- \* Project Acronym:** A text input field containing "LOREMIPSUM". Below the field is a help icon (question mark) and the text "2 characters left".
- Irish research body:** A search input field with a purple binoculars icon and a help icon (question mark) on the right side.

2. For the ‘applicant details’ section, note the following:

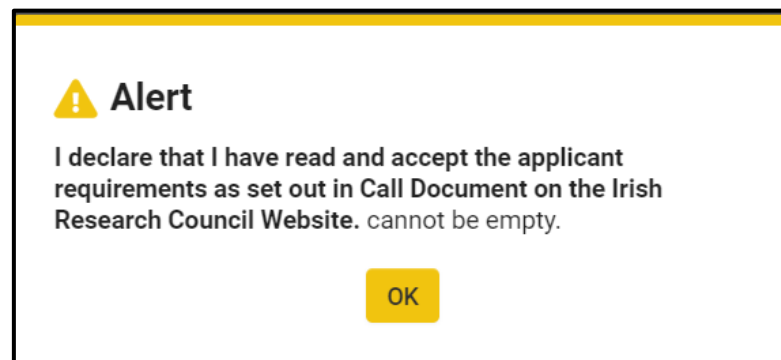
The above fields in the **Applicant Details** section are populated based on your personal profile. If you would like to update this section, please click **Save Draft** below and navigate back to the **Home** screen where you can find the **Manage Your Profile** icon.

3. Documents are uploaded using the purple upload button, SmartSimple will only allow documents in PDF. Format to be uploaded so please convert any word documents before submitting:

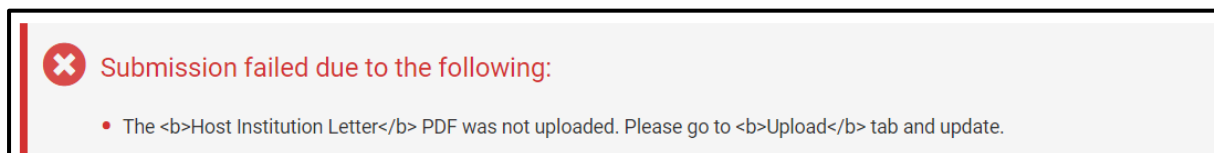


4. this symbol: \* | represents a mandatory field. Application submission will fail if fields containing this symbol are unfilled or unanswered, or if a document is not uploaded to the relevant document upload section.

Alerts will appear when you try to submit an application with unfilled mandatory fields. For text and tick boxes the alerts look like this:



If an important document is not uploaded, the warning will appear like this:



## 6. Submitting the Proposal and Viewing it

Once all fields are filled in, and you are ready to submit, select 'Save Draft' one more time.

Now click 'Submit Application'.

A message will appear confirming your submission.

The .pdf compiled from your submitted proposal form and uploaded documents may be viewed under 'submitted applications' on the homepage of the *SmartSimple* portal.