



2023 EMPLOYMENT-BASED PROGRAMME (POSTGRADUATE)

SUPERVISOR'S 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 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 supervisor and employment mentor deadlines, all participants are strongly advised to submit their forms well in advance of the relevant deadline.

TABLE OF CONTENTS

1. HELP WITH TECHNICAL ISSUES	2
2. LOGGING INTO THE ONLINE SYSTEM.....	2
3. CREATING AND EDITING YOUR SUPERVISOR FORM.....	3
4. SUBMITTING YOUR SUPERVISOR FORM	4
5. EFFECTS OF SUBMITTING YOUR SUPERVISOR FORM	5

1. HELP WITH TECHNICAL ISSUES

- This document is provided to assist you in submitting a primary supervisor’s reference form for applications under the 2023 Employment-Based Programme. Please read it carefully before submitting your reference form online. **The Irish Research Council will only accept reference forms submitted through the online application system. Please do not send your reference form to the Council by email or in hard copy.**
- Please ensure that the email address ircapps@research.ie is on your ‘safe senders’ list. You may need to check with your IT department to ensure there is no issue with your organisation’s internal firewall.
- If you experience any technical issues, please clear the cache in your browser and continue. If the issue persists, please contact system@research.ie. Where possible, please include:
 - the Smart Simple project ID of the application,
 - the browser you are using
 - and, if appropriate, a screenshot of any error messages.
- The grants management system is only compatible with the two most recent versions of Firefox, Chrome, Internet Explorer and Safari.

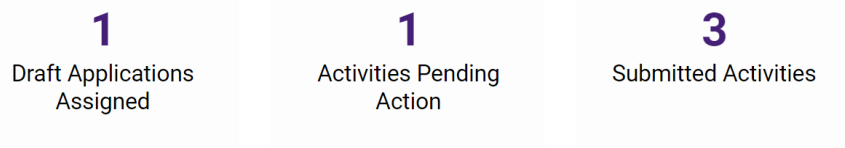
2. LOGGING INTO THE ONLINE SYSTEM

- Each higher education institution is responsible for registering their supervisors on the online system. When initially registered, you should have received an email containing your username (which is your email address), password, and a link to the [login page](#). If

you are not yet registered on the online system, please contact your research office to find out why.

- If you have lost or forgotten your password, navigate to the [login page above](#) 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.
- **You will not be able to create and submit your supervisor form until the applicant has submitted their application.** Once logged in, you will see this screen.

Mentor/Supervisor Actions



- Details of the application can be previewed while it is in draft status by clicking on the 'Draft Applications Assigned' icon.
- Click on the 'View Application PDF' PDF icon button beside an application in order to preview it. The status of the application to which you have been assigned is detailed on this page.

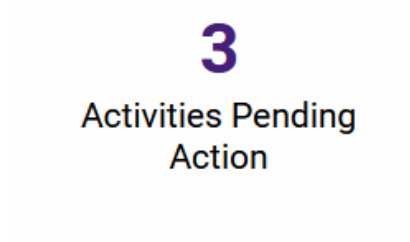
Draft Applications Assigned

The screenshot shows a table with a search bar at the top right containing '1-1 of 1'. The table has a purple header row with columns: '#', 'Project ID', 'Project Title', 'Application Type', 'Applicant', 'Irish research body', and 'View Application PDF'. The first row of data contains: '1', 'EPSPG/2023/422', 'adsfasdfasdf', 'EPS Postgraduate Application', 'Fake Applicant4', and 'Test University'. A red square highlights the 'View Application PDF' button in the first row, with a red arrow pointing to it from the right.

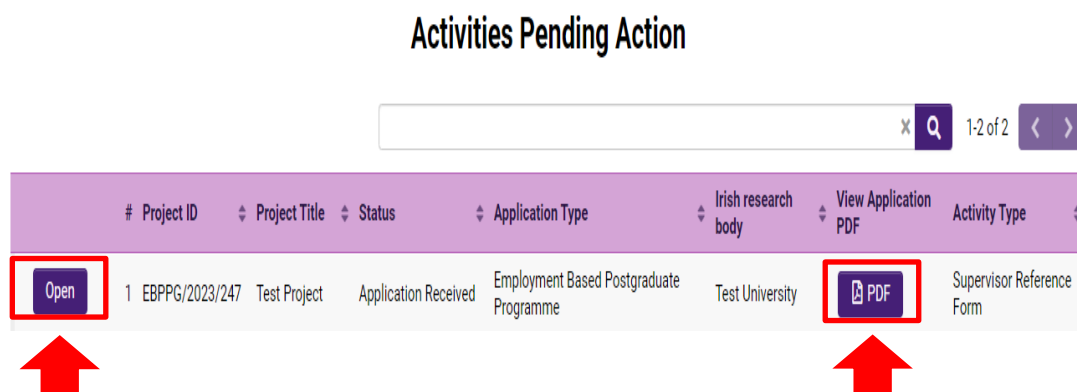
#	Project ID	Project Title	Application Type	Applicant	Irish research body	View Application PDF
1	EPSPG/2023/422	adsfasdfasdf	EPS Postgraduate Application	Fake Applicant4	Test University	

3. CREATING AND EDITING YOUR SUPERVISOR FORM

- Once the applicant has submitted their application, you should receive an automated email asking you to log in and submit your supervisor form. Click on the 'Activities Pending Action' icon on the home page in order to view any applications awaiting your reference.



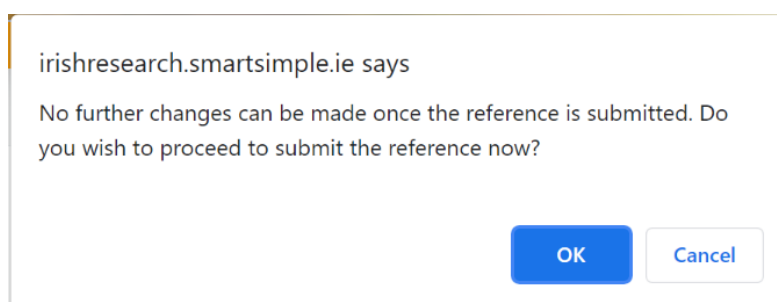
- If you wish to view the application as it was submitted, please click on the View Application PDF button.



- Once you have clicked 'Open', the reference form will open in edit mode. You can then complete your reference. This reference is an essential element of the application, and all sections should be completed in full. The information you have entered can be saved at any time by clicking on the 'save draft' button at the bottom of the screen. Please do not navigate to any other tab or browser until all the information you have entered has been saved.
- **The Irish Research Council maintains 'gender-blinding' of applications for evaluation purposes to mitigate any gender bias in the assessment of excellence. As such, our assessors review applications that are anonymous and free from pronouns or other words which would identify the applicant's gender. In order to comply with these guidelines, we ask that you use 'the applicant', 's/he' and 'his/her' when providing your observations rather than the person's name or pronouns which would identify their gender.**
- Supervisors can access and edit their forms as often as necessary prior to submission by logging into the 'Activities Pending Action' section of the online system.

4. SUBMITTING YOUR SUPERVISOR FORM

- Click 'submit' to submit your reference form.
- The following message will appear:



- If you are happy with the content of the form, click 'ok'. **Please note that no changes can be made to a reference form once it has been submitted. It is therefore vital that you are completely satisfied with the content of your form prior to final submission.**
- Once submitted, you will receive an automated email confirming receipt of your form.
- The following message will be displayed once your form has been submitted successfully.

Supervisor Reference Form Submission Successful

Project ID:

EBPPG/2023/247

Project Title:

Test Project

5. EFFECTS OF SUBMITTING YOUR SUPERVISOR FORM

- Once submitted, you can view your form by clicking on the 'Submitted Activities' icon on your home page.
- Click the 'form' button beside the relevant application Project ID. Please note that you will not be able to edit the form at this stage.
- Once submitted, you will receive an automated email confirming receipt of your form.
- The applicant's online profile will be updated to confirm your form has been submitted.
- Please note that the applicant does not have visibility of information you have entered in your form at any stage.