IRISH RESEARCH COUNCIL
An Chomhairle um Thaighde in Éirinn

2024 ENTERPRISE PARTNERSHIP SCHEME & EMPLOYMENT BASED POSTGRADUATE PROGRAMME

RESEARCH OFFICES' GUIDE TO THE ONLINE SYSTEM

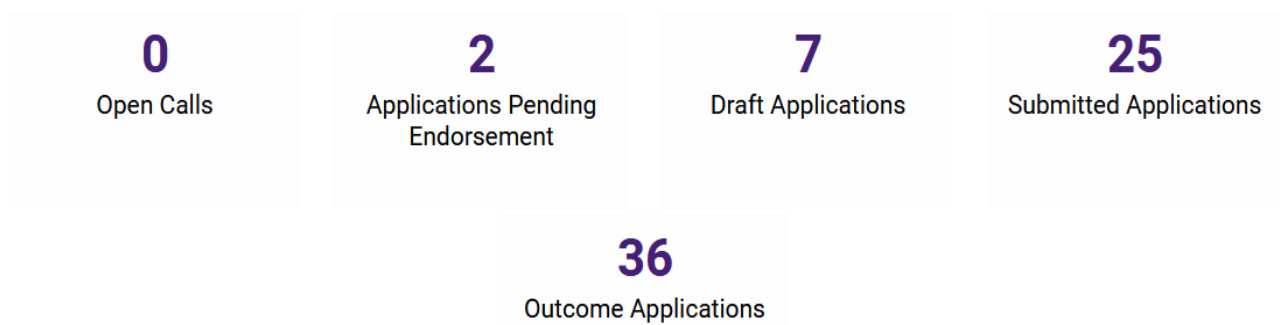| Key dates	
Call open	12:00 (Irish time) 5 October 2023
FAQ deadline	16:00 (Irish time) 9 November 2023
Applicant deadline	16:00 (Irish time) 16 November 2023
Academic Supervisor/Mentor & Enterprise/Employment Mentor deadline	16:00 (Irish time) 23 November 2023
Research office endorsement deadline	**16:00 (Irish time) 30 November 2023**
Waiver Deadline	16:00 (Irish time) 31 January 2024
Call outcome	April 2024
Award start date	1 September 2024

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

LOGGING INTO THE ONLINE SYSTEM:

- The grants management system is only compatible with the two most recent versions of Firefox, Chrome, Internet Explorer and Safari.
- Research officers who are registered on the Irish Research Council's online system should have received a confirmation email containing their username (email address) and password.
- If you have lost or forgotten your password, navigate to the link 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.
- 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. You may need to check with your IT department to ensure there is no issue with your organisation's internal firewall.
- If you have a technical issue registering for the online system, please email system@research.ie for further assistance.

VIEWING APPLICATIONS IN DRAFT STATUS:

- Once logged in, a version of the screen below will be displayed:

| **0**	**2**	**7**	**25**
Open Calls	Applications Pending Endorsement	Draft Applications	Submitted Applications

36
Outcome Applications

- Click on the 'draft applications' icon in order to view any draft applications associated with your higher education institution.
- The following information will be visible for applications in draft status:

   1. Project ID, Project Title & Irish research body
   2. Applicant's name and email address
   3. Supervisor's/Mentor's name and email address
   4. Status of the supervisor/mentor forms
   5. A PDF of the draft application ('Print (PDF)' button)

- All applications require a primary academic supervisor/mentor and enterprise/employment mentor to be added as a participant. In addition, one secondary supervisor may be associated with a postgraduate application.
- The primary academic supervisor/mentor and enterprise/employment mentor can only complete their form once the application has been submitted.
- Please note that secondary supervisors will **NOT** receive an email notifying them they have been added as a participant to an application.

SUBMITTING A RESEARCH OFFICE ENDORSEMENT DECISION:

- By endorsing an application on behalf of your higher education institution, you are confirming that the organisation supports the application. **You are also confirming the eligibility and suitability of the proposed academic supervisor to support the scholar**.
- Institutional endorsement should be declined where significant shortcomings are identified in an application including, but not limited to, non-compliance with institutional research ethics policies and/or the Call Document and Terms and Conditions for the programme.
- Applications which are not endorsed by the higher education institution by the **deadline of exactly 16:00 (Irish time) on 30 November 2023** will automatically be deemed ineligible.
- In order to view the list of submitted applications awaiting endorsement from your higher education institution, click on the 'applications pending endorsement' icon on the home page.
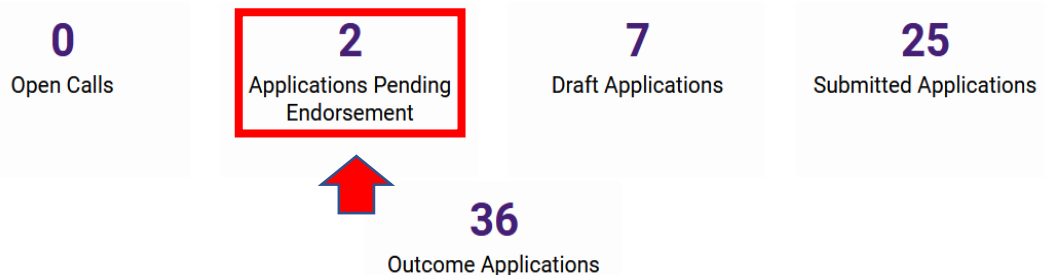
- Applications without the required participant forms completed in full and submitted via the online system will automatically be deemed ineligible and will not be considered for funding.
- Click the 'open' button beside the relevant application in order to view it:

Applications Pending Endorsement

	#	Project ID	Full Name	Email	Project Title	Application Type	Irish research body
Open	1	EPSPG/2024/1	Fake Applicant	ircfakeapplicant1@research.ie	TEST	EPS Postgraduate Application	Test University

- You will then have full visibility of the application by working across the tabs at the top of the page (or clicking on the 'Print (PDF)' button):

- Under the endorsement tab you should select 'yes' or 'no' to whether your higher education institution wishes to support the candidate's application to carry out research at your institution and select 'endorse' or 'reject' under the decision heading.

- Should you decide to 'reject' an application on behalf of your higher education, you will be asked to provide a reason for this decision.
- Click the 'submit decision' button once complete.
- At this stage, the endorsement form will be 'locked' and no further edits will be possible.
- You will receive an automated email confirming receipt of your decision.
- The applicant will also receive an automated email confirming the decision. If the application is not endorsed, the reason will not be automatically communicated to the applicant.
- You can view all institutional decision statuses by clicking on the 'Outcome Applications' icon on your home screen.